

Attachment 1

Laws – Regulations -
Directives

involves a subject area for which, under the Constitution or laws of the United States, the United States exercises exclusive or preeminent responsibility and authority. In determining whether or not such an emergency exists, the President shall consult the Governor of any affected State, if practicable. The President's determination may be made without regard to subsection (a).

Sec. 502. Federal emergency assistance (42 U.S.C. 5192)*

(a) Specified - In any emergency, the President may -

- (1) direct any Federal agency, with or without reimbursement, to utilize its authorities and the resources granted to it under Federal law (including personnel, equipment, supplies, facilities, and managerial, technical and advisory services) in support of State and local emergency assistance efforts to save lives, protect property and public health and safety, and lessen or avert the threat of a catastrophe, including precautionary evacuations;
- (2) coordinate all disaster relief assistance (including voluntary assistance) provided by Federal agencies, private organizations, and State and local governments;
- (3) provide technical and advisory assistance to affected State and local governments for -
 - (A) the performance of essential community services;
 - (B) issuance of warnings of risks or hazards;
 - (C) public health and safety information, including dissemination of such information;
 - (D) provision of health and safety measures; and
 - (E) management, control, and reduction of immediate threats to public health and safety;
- (4) provide emergency assistance through Federal agencies;
- (5) remove debris in accordance with the terms and conditions of section 407;
- (6) provide assistance in accordance with section 408;
- (7) assist State and local governments in the distribution of medicine, food, and other consumable supplies, and emergency assistance; and
- (8) provide accelerated Federal assistance and Federal support where necessary to save lives, prevent human suffering, or mitigate severe damage, which may be provided in the absence of a specific request and in which case the President -

Federal Emergency Management Agency, DHS

§ 206.5

(27) *Voluntary organization*: Any chartered or otherwise duly recognized tax-exempt local, State, or national organization or group which has provided or may provide needed services to the States, local governments, or individuals in coping with an emergency or a major disaster.

(b) *Additional definitions*. Definitions which apply to individual subparts are found in those subparts.

[54 FR 11615, Mar. 21, 1989, as amended at 63 FR 17110, Apr. 8, 1998; 66 FR 57352, 57353, Nov. 14, 2001; 69 FR 24083, May 3, 2004]

§ 206.3 Policy.

It is the policy of FEMA to provide an orderly and continuing means of assistance by the Federal Government to State and local governments in carrying out their responsibilities to alleviate the suffering and damage that result from major disasters and emergencies by:

(a) Providing Federal assistance programs for public and private losses and needs sustained in disasters;

(b) Encouraging the development of comprehensive disaster preparedness and assistance plans, programs, capabilities, and organizations by the States and local governments;

(c) Achieving greater coordination and responsiveness of disaster preparedness and relief programs;

(d) Encouraging individuals, States, and local governments to obtain insurance coverage and thereby reduce their dependence on governmental assistance; and

(e) Encouraging hazard mitigation measures, such as development of land-use and construction regulations, floodplain management, protection of wetlands, and environmental planning, to reduce losses from disasters.

§ 206.4 State emergency plans.

The State shall set forth in its emergency plan all responsibilities and actions specified in the Stafford Act and these regulations that are required of the State and its political subdivisions to prepare for and respond to major disasters and emergencies and to facilitate the delivery of Federal disaster assistance. Although not mandatory, prior to the adoption of the final plan, the State is encouraged to circulate

the plan to local governments for review and comment.

[55 FR 2288, Jan. 23, 1990, 55 FR 5458, Feb. 15, 1990]

§ 206.5 Assistance by other Federal agencies.

(a) In any declared major disaster, the Associate Director or the Regional Director may direct any Federal agency to utilize its authorities and the resources granted to it under Federal law (including personnel, equipment, supplies, facilities, and managerial, technical, and advisory services) to support State and local assistance efforts.

(b) In any declared emergency, the Associate Director or the Regional Director may direct any Federal agency to utilize its authorities and the resources granted to it under Federal law (including personnel, equipment, supplies, facilities, and managerial, technical, and advisory services) to support emergency efforts by State and local governments to save lives; protect property, public health and safety; and lessen or avert the threat of a catastrophe.

(c) In any declared major disaster or emergency, the Associate Director or the Regional Director may direct any Federal agency to provide emergency assistance necessary to save lives and to protect property, public health, and safety by:

(1) Utilizing, lending, or donating to State and local governments Federal equipment, supplies, facilities, personnel, and other resources, other than the extension of credit, for use or distribution by such governments in accordance with the purposes of this Act;

(2) Distributing medicine, food, and other consumable supplies; or

(3) Performing work or services to provide emergency assistance authorized in the Stafford Act.

(d) Disaster assistance by other Federal agencies is subject to the coordination of the FCO. Federal agencies shall provide any reports or information about disaster assistance rendered under the provisions of these regulations or authorities independent of the Stafford Act, that the FCO or Regional Director considers necessary and requests from the agencies.

§ 206.6

(e) Assistance furnished by any Federal agency under paragraphs (a), (b), or (c) of this section is subject to the criteria provided by the Associate Director under these regulations.

(f) Assistance under paragraphs (a), (b), or (c) of this section, when directed by the Associate Director or Regional Director, does not apply to nor shall it affect the authority of any Federal agency to provide disaster assistance independent of the Stafford Act.

(g) In carrying out the purposes of the Stafford Act, any Federal agency may accept and utilize, with the consent of the State or local government, the services, personnel, materials, and facilities of any State or local government, agency, office, or employee. Such utilization shall not make such services, materials, or facilities Federal in nature nor make the State or local government or agency an arm or agent of the Federal Government.

(h) Any Federal agency charged with the administration of a Federal assistance program may, if so requested by the applicant State or local authorities, modify or waive, for a major disaster, such administrative conditions for assistance as would otherwise prevent the giving of assistance under such programs if the inability to meet such conditions is a result of the major disaster.

§ 206.6 Donation or loan of Federal equipment and supplies.

(a) In any major disaster or emergency, the Associate Director or the Regional Director may direct Federal agencies to donate or loan their equipment and supplies to State and local governments for use and distribution by them for the purposes of the Stafford Act.

(b) A donation or loan may include equipment and supplies determined under applicable laws and regulations to be surplus to the needs and responsibilities of the Federal Government. The State shall certify that the surplus property is usable and necessary for current disaster purposes in order to receive a donation or loan. Such a donation or loan is made in accordance with procedures prescribed by the General Services Administration.

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§ 206.7 Implementation of assistance from other Federal agencies.

All directives, known as mission assignments, to other Federal agencies shall be in writing, or shall be confirmed in writing if made orally, and shall identify the specific task to be performed and the requirements or criteria to be followed. If the Federal agency is to be reimbursed, the letter will also contain a dollar amount which is not to be exceeded in accomplishing the task without prior approval of the issuing official.

§ 206.8 Reimbursement of other Federal agencies.

(a) Assistance furnished under § 206.5 (a) or (b) of this subpart may be provided with or without compensation as considered appropriate by the Associate Director or Regional Director.

(b) The Associate Director or the Regional Director may not approve reimbursement of costs incurred while performing work pursuant to disaster assistance authorities independent of the Stafford Act.

(c) *Expenditures eligible for reimbursement.* The Associate Director or the Regional Director may approve reimbursement of the following costs which are incurred in providing requested assistance.

(1) Overtime, travel, and per diem of permanent Federal agency personnel.

(2) Wages, travel, and per diem of temporary Federal agency personnel assigned solely to performance of services directed by the Associate Director or the Regional Director in the major disaster or emergency area designated by the Regional Director.

(3) Travel and per diem of Federal military personnel assigned solely to the performance of services directed by the Associate Director or the Regional Director in the major disaster or emergency area designated by the Regional Director.

(4) Cost of work, services, and materials procured under contract for the purposes of providing assistance directed by the Associate Director or the Regional Director.

(5) Cost of materials, equipment, and supplies (including transportation, repair, and maintenance) from regular

§ 206.2

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93–288, as amended, delegated to the Director, Federal Emergency Management Agency (FEMA). The rules in this subpart apply to major disasters and emergencies declared by the President on or after November 23, 1988, the date of enactment of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 *et seq.*

(b) *Prior regulations.* Prior regulations relating to major disasters and emergencies declared by the President before November 23, 1988 were published in 44 CFR part 205 (see 44 CFR part 205 as contained in the CFR edition revised as of October 1, 1994).

[59 FR 53363, Oct. 24, 1994]

§ 206.2 Definitions.

(a) *General.* The following definitions have general applicability throughout this part:

(1) *The Stafford Act:* The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93–288, as amended.

(2) *Applicant:* Individuals, families, States and local governments, or private nonprofit organizations who apply for assistance as a result of a declaration of a major disaster or emergency.

(3) *Associate Director or Executive Associate Director:* (i) Unless otherwise specified in subparts A through K of this part, the Associate Director or Assistant Director of the Readiness, Response and Recovery Directorate, or his/her designated representative.

(ii) Unless otherwise specified in subparts M and N of this part, the Associate Director or Executive Associate Director of the Mitigation Directorate, or his/her designated representative.

(4) *Concurrent, multiple major disasters:* In considering a request for an advance, the term concurrent multiple major disasters means major disasters which occur within a 12-month period immediately preceding the major disaster for which an advance of the non-Federal share is requested pursuant to section 319 of the Stafford Act.

(5) *Contractor:* Any individual, partnership, corporation, agency, or other entity (other than an organization engaged in the business of insurance) performing work by contract for the Federal Government or a State or local agency.

(6) *Designated area:* Any emergency or major disaster-affected portion of a State which has been determined eligible for Federal assistance.

(7) *Director:* The Director, FEMA.

(8) *Disaster Recovery Manager (DRM):* The person appointed to exercise the authority of a Regional Director for a particular emergency or major disaster.

(9) *Emergency:* Any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

(10) *Federal agency:* Any department, independent establishment, Government corporation, or other agency of the executive branch of the Federal Government, including the United States Postal Service, but shall not include the American National Red Cross.

(11) *Federal Coordinating Officer (FCO):* The person appointed by the Director, or in his absence, the Deputy Director, or alternatively the Associate Director, to coordinate Federal assistance in an emergency or a major disaster.

(12) *Governor:* The chief executive of any State or the Acting Governor.

(13) *Governor's Authorized Representative (GAR):* The person empowered by the Governor to execute, on behalf of the State, all necessary documents for disaster assistance.

(14) *Hazard mitigation:* Any cost effective measure which will reduce the potential for damage to a facility from a disaster event.

(15) *Individual assistance:* Supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided directly by the Federal Government or through State or local governments or disaster relief organizations. For further information, see subparts D, E, and F of these regulations.

(16) *Local government:*

(i) A county, municipality, city, town, township, local public authority,

school district, special district, intra-state district, council of governments (regardless of whether the council of governments is incorporated as a non-profit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government;

(ii) An Indian tribe or authorized tribal organization, or Alaska Native village or organization; and

(iii) A rural community, unincorporated town or village, or other public entity, for which an application for assistance is made by a State or political subdivision of a State.

(17) *Major disaster*: Any natural catastrophe (including any hurricane, tornado, storm, high water, winddriven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

(18) *Mission assignment*: Work order issued to a Federal agency by the Regional Director, Associate Director, or Director, directing completion by that agency of a specified task and citing funding, other managerial controls, and guidance.

(19) *Private nonprofit organization*: Any nongovernmental agency or entity that currently has:

(i) An effective ruling letter from the U.S. Internal Revenue Service granting tax exemption under section 501 (c), (d), or (e) of the Internal Revenue Code of 1954; or

(ii) Satisfactory evidence from the State that the organization or entity is a nonprofit one organized or doing business under State law.

(20) *Public Assistance*: Supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and

families. For further information, see subparts G and H of this part. Fire Management Assistance Grants under section 420 of the Stafford Act are also considered Public Assistance. See subpart K of this part and part 204 of this chapter.

(21) *Regional Director*: A director of a regional office of FEMA, or his/her designated representative. As used in these regulations, Regional Director also means the Disaster Recovery Manager who has been appointed to exercise the authority of the Regional Director for a particular emergency or major disaster.

(22) *State*: Any State of the United States, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

(23) *State Coordinating Officer (SCO)*: The person appointed by the Governor to act in cooperation with the Federal Coordinating Officer to administer disaster recovery efforts.

(24) *State emergency plan*: As used in section 401 or section 501 of the Stafford Act means that State plan which is designated specifically for State-level response to emergencies or major disasters and which sets forth actions to be taken by the State and local governments, including those for implementing Federal disaster assistance.

(25) *Temporary housing*: Temporary accommodations provided by the Federal Government to individuals or families whose homes are made unlivable by an emergency or a major disaster.

(26) *United States*: The 50 States, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

(27) *Voluntary organization*: Any chartered or otherwise duly recognized tax-exempt local, State, or national organization or group which has provided or may provide needed services to the States, local governments, or individuals in coping with an emergency or a major disaster.

§ 206.3

(b) *Additional definitions.* Definitions which apply to individual subparts are found in those subparts.

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(c) Achieving greater coordination and responsiveness of disaster preparedness and relief programs;

(d) Encouraging individuals, States, and local governments to obtain insurance coverage and thereby reduce their dependence on governmental assistance; and

(e) Encouraging hazard mitigation measures, such as development of land-use and construction regulations, floodplain management, protection of wetlands, and environmental planning, to reduce losses from disasters.

§ 206.4 State emergency plans.

The State shall set forth in its emergency plan all responsibilities and actions specified in the Stafford Act and these regulations that are required of the State and its political subdivisions to prepare for and respond to major disasters and emergencies and to facilitate the delivery of Federal disaster assistance. Although not mandatory, prior to the adoption of the final plan, the State is encouraged to circulate the plan to local governments for review and comment.

[55 FR 2288, Jan. 23, 1990, 55 FR 5458, Feb. 15, 1990]

44 CFR Ch. I (10–1–04 Edition)

§ 206.5 Assistance by other Federal agencies.

(a) In any declared major disaster, the Associate Director or the Regional Director may direct any Federal agency to utilize its authorities and the resources granted to it under Federal law (including personnel, equipment, supplies, facilities, and managerial, technical, and advisory services) to support State and local assistance efforts.

(b) In any declared emergency, the Associate Director or the Regional Director may direct any Federal agency to utilize its authorities and the resources granted to it under Federal law (including personnel, equipment, supplies, facilities, and managerial, technical, and advisory services) to support emergency efforts by State and local governments to save lives; protect property, public health and safety; and lessen or avert the threat of a catastrophe.

(c) In any declared major disaster or emergency, the Associate Director or the Regional Director may direct any Federal agency to provide emergency assistance necessary to save lives and to protect property, public health, and safety by:

(1) Utilizing, lending, or donating to State and local governments Federal equipment, supplies, facilities, personnel, and other resources, other than the extension of credit, for use or distribution by such governments in accordance with the purposes of this Act;

(2) Distributing medicine, food, and other consumable supplies; or

(3) Performing work or services to provide emergency assistance authorized in the Stafford Act.

(d) Disaster assistance by other Federal agencies is subject to the coordination of the FCO. Federal agencies shall provide any reports or information about disaster assistance rendered under the provisions of these regulations or authorities independent of the Stafford Act, that the FCO or Regional Director considers necessary and requests from the agencies.

(e) Assistance furnished by any Federal agency under paragraphs (a), (b), or (c) of this section is subject to the criteria provided by the Associate Director under these regulations.

(H) Compliance with the audit requirements of 44 CFR part 14;

(I) Processing requests for advances of funds and reimbursement; and

(J) Determining staffing and budgeting requirements necessary for proper program management.

(2) The Grantee may request the RD to provide technical assistance in the preparation of such administrative plan.

(3) In accordance with the Interim Rule published March 21, 1989, the Grantee was to have submitted an administrative plan to the RD for approval by September 18, 1989. An approved plan must be on file with FEMA before grants will be approved in a future major disaster. Thereafter, the Grantee shall submit a revised plan to the RD annually. In each disaster for which Public Assistance is included, the RD shall request the Grantee to prepare any amendments required to meet current policy guidance.

(4) The Grantee shall ensure that the approved administrative plan is incorporated into the State emergency plan.

(c) *Audit*—(1) *Nonfederal audit*. For grantees or subgrantees, requirements for nonfederal audit are contained in FEMA regulations at 44 CFR part 14 or OMB Circular A-110 as appropriate.

(2) *Federal audit*. In accordance with 44 CFR part 14, appendix A, para. 10, FEMA may elect to conduct a Federal audit of the disaster assistance grant or any of the subgrants.

[55 FR 2304, Jan. 23, 1990; 55 FR 5458, Feb. 15, 1990]

§ 206.208 Direct Federal assistance.

(a) *General*. When the State and local government lack the capability to perform or to contract for eligible emergency work and/or debris removal, under sections 402(4), 403 or 407 of the Act, the Grantee may request that the work be accomplished by a Federal agency. Such assistance is subject to the cost sharing provisions outlined in § 206.203(b) of this subpart. Direct Federal assistance is also subject to the eligibility criteria contained in Subpart H of these regulations. FEMA will reimburse other Federal agencies in accordance with Subpart A of these regulations.

(b) *Requests for assistance*. All requests for direct Federal assistance shall be submitted by the Grantee to the RD and shall include:

(1) A written agreement that the State will:

(i) Provide without cost to the United States all lands, easements and rights-of-ways necessary to accomplish the approved work;

(ii) Hold and save the United States free from damages due to the requested work, and shall indemnify the Federal Government against any claims arising from such work;

(iii) Provide reimbursement to FEMA for the nonFederal share of the cost of such work in accordance with the provisions of the FEMA-State Agreement; and

(iv) Assist the performing Federal agency in all support and local jurisdictional matters.

(2) A statement as to the reasons the State and the local government cannot perform or contract for performance of the requested work.

(3) A written agreement from an eligible applicant that such applicant will be responsible for the items in subparagraph (b)(1) (i) and (ii) of this section, in the event that a State is legally unable to provide the written agreement.

(c) *Implementation*. (1) If the RD approves the request, a mission assignment will be issued to the appropriate Federal agency. The mission assignment letter to the agency will define the scope of eligible work, the estimated cost of the eligible work and the billing period frequency. The Federal agency must not exceed the approved funding limit without the authorization of the RD.

(2) If all or any part of the requested work falls within the statutory authority of another Federal agency, the RD shall not approve that portion of the work. In such case, the unapproved portion of the request will be referred to the appropriate agency for action.

(d) *Time limitation*. The time limitation for completion of work by a Federal agency under a mission assignment is 60 days after the President's declaration. Based on extenuating circumstances or unusual project requirements, the RD may extend this time limitation.



U.S. Department of Homeland Security

Homeland Security Presidential Directive/HSPD-5

The White House
Office of the Press Secretary
February 28, 2003
For Immediate Release

Subject: Management of Domestic Incidents

Purpose

(1) To enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system.

Definitions

(2) In this directive:

(a) the term "Secretary" means the Secretary of Homeland Security.

(b) the term "Federal departments and agencies" means those executive departments enumerated in 5 U.S.C. 101, together with the Department of Homeland Security; independent establishments as defined by 5 U.S.C. 104(1); government corporations as defined by 5 U.S.C. 103(1); and the United States Postal Service.

(c) the terms "State," "local," and the "United States" when it is used in a geographical sense, have the same meanings as used in the Homeland Security Act of 2002, Public Law 107 296.

Policy

(3) To prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the United States Government shall establish a single, comprehensive approach to domestic incident management. The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management. In these efforts, with regard to domestic incidents, the United States Government treats crisis management and consequence management as a single, integrated function, rather than as two separate functions.

(4) The Secretary of Homeland Security is the principal Federal official for domestic incident management. Pursuant to the Homeland Security Act of 2002, the Secretary is responsible for coordinating Federal operations within the United States to prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies. The Secretary shall coordinate the Federal Government's resources utilized in response to or recovery from terrorist attacks, major disasters, or other emergencies if and when any one of the following four conditions applies: (1) a Federal department or agency acting under its own authority has requested the assistance of the Secretary; (2) the resources of State and local authorities are overwhelmed and

Federal assistance has been requested by the appropriate State and local authorities; (3) more than one Federal department or agency has become substantially involved in responding to the incident; or (4) the Secretary has been directed to assume responsibility for managing the domestic incident by the President.

(5) Nothing in this directive alters, or impedes the ability to carry out, the authorities of Federal departments and agencies to perform their responsibilities under law. All Federal departments and agencies shall cooperate with the Secretary in the Secretary's domestic incident management role.

(6) The Federal Government recognizes the roles and responsibilities of State and local authorities in domestic incident management. Initial responsibility for managing domestic incidents generally falls on State and local authorities. The Federal Government will assist State and local authorities when their resources are overwhelmed, or when Federal interests are involved. The Secretary will coordinate with State and local governments to ensure adequate planning, equipment, training, and exercise activities. The Secretary will also provide assistance to State and local governments to develop all hazards plans and capabilities, including those of greatest importance to the security of the United States, and will ensure that State, local, and Federal plans are compatible.

(7) The Federal Government recognizes the role that the private and nongovernmental sectors play in preventing, preparing for, responding to, and recovering from terrorist attacks, major disasters, and other emergencies. The Secretary will coordinate with the private and nongovernmental sectors to ensure adequate planning, equipment, training, and exercise activities and to promote partnerships to address incident management capabilities.

(8) The Attorney General has lead responsibility for criminal investigations of terrorist acts or terrorist threats by individuals or groups inside the United States, or directed at United States citizens or institutions abroad, where such acts are within the Federal criminal jurisdiction of the United States, as well as for related intelligence collection activities within the United States, subject to the National Security Act of 1947 and other applicable law, Executive Order 12333, and Attorney General-approved procedures pursuant to that Executive Order. Generally acting through the Federal Bureau of Investigation, the Attorney General, in cooperation with other Federal departments and agencies engaged in activities to protect our national security, shall also coordinate the activities of the other members of the law enforcement community to detect, prevent, preempt, and disrupt terrorist attacks against the United States. Following a terrorist threat or an actual incident that falls within the criminal jurisdiction of the United States, the full capabilities of the United States shall be dedicated, consistent with United States law and with activities of other Federal departments and agencies to protect our national security, to assisting the Attorney General to identify the perpetrators and bring them to justice. The Attorney General and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.

(9) Nothing in this directive impairs or otherwise affects the authority of the Secretary of Defense over the Department of Defense, including the chain of command for military forces from the President as Commander in Chief, to the Secretary of Defense, to the commander of military forces, or military command and control procedures. The Secretary of Defense shall provide military support to civil authorities for domestic incidents as directed by the President or when consistent with military readiness and appropriate under the circumstances and the law. The Secretary of Defense shall retain command of military forces providing civil support. The Secretary of Defense and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.

(10) The Secretary of State has the responsibility, consistent with other United States Government activities to protect our national security, to coordinate international activities related

to the prevention, preparation, response, and recovery from a domestic incident, and for the protection of United States citizens and United States interests overseas. The Secretary of State and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.

(11) The Assistant to the President for Homeland Security and the Assistant to the President for National Security Affairs shall be responsible for interagency policy coordination on domestic and international incident management, respectively, as directed by the President. The Assistant to the President for Homeland Security and the Assistant to the President for National Security Affairs shall work together to ensure that the United States domestic and international incident management efforts are seamlessly united.

(12) The Secretary shall ensure that, as appropriate, information related to domestic incidents is gathered and provided to the public, the private sector, State and local authorities, Federal departments and agencies, and, generally through the Assistant to the President for Homeland Security, to the President. The Secretary shall provide standardized, quantitative reports to the Assistant to the President for Homeland Security on the readiness and preparedness of the Nation at all levels of government to prevent, prepare for, respond to, and recover from domestic incidents.

(13) Nothing in this directive shall be construed to grant to any Assistant to the President any authority to issue orders to Federal departments and agencies, their officers, or their employees.

Tasking

(14) The heads of all Federal departments and agencies are directed to provide their full and prompt cooperation, resources, and support, as appropriate and consistent with their own responsibilities for protecting our national security, to the Secretary, the Attorney General, the Secretary of Defense, and the Secretary of State in the exercise of the individual leadership responsibilities and missions assigned in paragraphs (4), (8), (9), and (10), respectively, above.

(15) The Secretary shall develop, submit for review to the Homeland Security Council, and administer a National Incident Management System (NIMS). This system will provide a consistent nationwide approach for Federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, and local capabilities, the NIMS will include a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.

(16) The Secretary shall develop, submit for review to the Homeland Security Council, and administer a National Response Plan (NRP). The Secretary shall consult with appropriate Assistants to the President (including the Assistant to the President for Economic Policy) and the Director of the Office of Science and Technology Policy, and other such Federal officials as may be appropriate, in developing and implementing the NRP. This plan shall integrate Federal Government domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan. The NRP shall be unclassified. If certain operational aspects require classification, they shall be included in classified annexes to the NRP.

(a) The NRP, using the NIMS, shall, with regard to response to domestic incidents, provide the structure and mechanisms for national level policy and operational direction for Federal support to State and local incident managers and for exercising direct Federal authorities and

and guidelines for determining whether a State or local entity has adopted the NIMS.

Technical and Conforming Amendments to National Security Presidential Directive 1 (NSPD 1)

(21) NSPD 1 ("Organization of the National Security Council System") is amended by replacing the fifth sentence of the third paragraph on the first page with the following: "The Attorney General, the Secretary of Homeland Security, and the Director of the Office of Management and Budget shall be invited to attend meetings pertaining to their responsibilities."

Technical and Conforming Amendments to National Security Presidential Directive 8 (NSPD 8)

(22) NSPD 8 ("National Director and Deputy National Security Advisor for Combating Terrorism") is amended by striking "and the Office of Homeland Security," on page 4, and inserting "the Department of Homeland Security, and the Homeland Security Council" in lieu thereof.

Technical and Conforming Amendments to Homeland Security Presidential Directive-2 (HSPD-2)

(23) HSPD-2 ("Combating Terrorism Through Immigration Policies") is amended as follows:

(a) striking "the Commissioner of the Immigration and Naturalization Service (INS)" in the second sentence of the second paragraph in section 1, and inserting "the Secretary of Homeland Security" in lieu thereof ;

(b) striking "the INS," in the third paragraph in section 1, and inserting "the Department of Homeland Security" in lieu thereof;

(c) inserting ", the Secretary of Homeland Security," after "The Attorney General" in the fourth paragraph in section 1;

(d) inserting ", the Secretary of Homeland Security," after "the Attorney General" in the fifth paragraph in section 1;

(e) striking "the INS and the Customs Service" in the first sentence of the first paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;

(f) striking "Customs and INS" in the first sentence of the second paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;

(g) striking "the two agencies" in the second sentence of the second paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;

(h) striking "the Secretary of the Treasury" wherever it appears in section 2, and inserting "the Secretary of Homeland Security" in lieu thereof;

(i) inserting ", the Secretary of Homeland Security," after "The Secretary of State" wherever the latter appears in section 3;

(j) inserting ", the Department of Homeland Security," after "the Department of State," in the

second sentence in the third paragraph in section 3;

(k) inserting "the Secretary of Homeland Security," after "the Secretary of State," in the first sentence of the fifth paragraph of section 3;

(l) striking "INS" in the first sentence of the sixth paragraph of section 3, and inserting "Department of Homeland Security" in lieu thereof;

(m) striking "the Treasury" wherever it appears in section 4 and inserting "Homeland Security" in lieu thereof;

(n) inserting ", the Secretary of Homeland Security," after "the Attorney General" in the first sentence in section 5; and

(o) inserting ", Homeland Security" after "State" in the first sentence of section 6.

Technical and Conforming Amendments to Homeland Security Presidential Directive-3 (HSPD-3)

(24) The Homeland Security Act of 2002 assigned the responsibility for administering the Homeland Security Advisory System to the Secretary of Homeland Security. Accordingly, HSPD 3 of March 11, 2002 ("Homeland Security Advisory System") is amended as follows:

(a) replacing the third sentence of the second paragraph entitled "Homeland Security Advisory System" with "Except in exigent circumstances, the Secretary of Homeland Security shall seek the views of the Attorney General, and any other federal agency heads the Secretary deems appropriate, including other members of the Homeland Security Council, on the Threat Condition to be assigned."

(b) inserting "At the request of the Secretary of Homeland Security, the Department of Justice shall permit and facilitate the use of delivery systems administered or managed by the Department of Justice for the purposes of delivering threat information pursuant to the Homeland Security Advisory System." as a new paragraph after the fifth paragraph of the section entitled "Homeland Security Advisory System."

(c) inserting ", the Secretary of Homeland Security" after "The Director of Central Intelligence" in the first sentence of the seventh paragraph of the section entitled "Homeland Security Advisory System".

(d) striking "Attorney General" wherever it appears (except in the sentences referred to in subsections (a) and (c) above), and inserting "the Secretary of Homeland Security" in lieu thereof; and

(e) striking the section entitled "Comment and Review Periods."

GEORGE W. BUSH

Attachment 2

Disaster Assistance Information

DATE: xx/xx/07

TO: Bob Bissell, Federal Insurance and Mitigation, FEMA Region VII

FROM: Jaime G. Martinez

SUBJECT: USDA Disaster Assistance Programs

USDA disaster assistance programs are activated under one of three processes, a Presidential declaration when C-G categories are available through public assistance, by a declaration from the Secretary of Agriculture, or ad hoc programs which require legislative acts and funding. Additional assistance programs are ongoing but may require funding.

Programs that are initiated by a Presidential declaration with C-G categories are: Emergency Loans, Emergency Food Assistance, Food Distribution, and Emergency Community Water Assistance Grants. The responsible agency will then activate and support the program as authorized. Additionally, there are a number of programs which can be initiated by the Secretary of Agriculture when it is determined by the Secretary that an emergency exists; however, appropriation of funds may be needed before the program is implemented.

Ad hoc programs include the Crop Disaster Program and Livestock Assistance Program which provide compensation for losses. The need for these types of disaster assistance programs are initiated at the county committee level, forwarded to the state office, then brought to the attention of the Secretary of Agriculture who would seek legislative action and funding for assistance programs. Under the current Emergency Programs for Disaster Assistance (2003-2005) the Crop Disaster Program requires that producers suffer a minimum of 35-percent crop loss or 20-percent quality loss due to natural disasters or drought in 2003 or 2004 to be eligible. The Livestock Assistance Program provides assistance to producers for losses in either 2003 or 2004, not both; in a county that has received a disaster designation by the President or the Secretary.

The following is a list of USDA Disaster Assistance programs and how they are activated based on the Recovery Function to the Federal Response Plan, January 2003.

The following abbreviations are used throughout this matrix:

Presidential declaration (PD)	individual/family (I)
available without declaration (AWD)	nonprofit organization (N)
Federal agency (F)	Indian Tribe (T)
State agency (S)	business (B)
locality (L)	not provided (N/P)

Program	Agency	Assistance Provided	Activating Mechanism	Eligibility
Emergency Haying and Grazing	Department of Agriculture (USDA), Farm Service Agency (FSA)	Emergency authority to harvest hay or to graze land devoted to conservation and environmental uses under the Conservation Reserve Program.	AWD	I/B
Emergency Loans	USDA, FSA	Low-interest loans to family farmers and ranchers for production losses and physical damage.	PD; designated by Secretary of Agriculture or Administrator, FSA (physical losses only)	I/B
Noninsured Crop Disaster Assistance Program	USDA, FSA	Direct payments to reduce financial losses resulting from a natural disaster that causes production loss or prevents planting of crops grown commercially for food or fiber, for which Federal crop insurance is not available.	AWD	I
Emergency Conservation Program	USDA, FSA	Cost-share payments to rehabilitate farmlands damaged by natural disasters and to carry out emergency water conservation or water-enhancing measures during times of severe drought, in cases when the damage or drought is so severe that Federal assistance is necessary.	AWD	I/B
Agricultural Marketing Transition Act (AMTA) Program	USDA, FSA	Direct payments to eligible producers of program crops that comply with AMTA requirements.	AWD	I/B

Conservation Reserve Program (CRP)	USDA, FSA	Voluntary program that offers annual rental payments, incentive payments for certain activities, and cost-share assistance to establish approved cover on eligible cropland.	AWD	I/B
Farm Operation Loans	USDA, FSA	Loans and loan guarantees to be used for farm operating costs.	N/P	I
Farm Ownership Loans	USDA, FSA	Direct loans, guaranteed loans, and technical assistance for farmers in acquiring or enlarging farms or ranches; making capital improvements; promoting soil and water conservation; and paying closing costs.	AWD	I
Emergency Food Assistance (Emergency Food Stamp and Food Commodity Program)	USDA, Food and Nutrition Service (FNS)	Direct payments to States for specified uses.	PD; declaration by the Secretary of Agriculture	S/I
Food Distribution	USDA, FNS	Donations of USDA-purchased food.	PD; declaration by Secretary of Agriculture and compliance with eligibility criteria	F/S/L/N
Emergency Watershed Protection (EWP)	USDA, Natural Resources Conservation Service (NRCS)	Direct payments and technical assistance to install structural and nonstructural measures to relieve imminent threats to life and/or property, and to purchase floodplain	AWD; triggered by NRCS State Conservationist	S/L/N/B/I

		easements. Technical assistance such as site evaluations, design work, and installation inspections also are provided through the program.		
Water Resources	USDA, NRCS	Project grants for the installation of preventive measures such as dams, channels, flood warning systems, purchasing easements, floodplain delineation, and land treatment. Advisory and counseling services also are available.	N/P	S/L/N
Resource Conservation and Development (RC&D)	USDA, NRCS	Technical assistance and loans to finance local project costs. Projects may include land and water conservation, resource improvements, recreational development, and waste disposal projects.	AWD	L/N
River Basin Project	USDA, NRCS	Technical assistance. Special priority is given to projects designed to solve problems of upstream rural community flooding, water quality improvement that comes from agricultural nonpoint sources, wetlands preservation, and drought management for agricultural and rural communities. Special emphasis is placed on helping State agencies	AWD; triggered by NRCS State Conservationist	F/S/L

		develop strategic water resource plans.		
Soil Survey	USDA, NRCS	Technical assistance. Objective is to maintain up-to-date, published surveys (and soil survey data in other formats) of counties or other areas of comparable size for use by interested agencies, organizations, and individuals; and to assist in the use of this information.	N/P	S/L/N/B/I
Federal Crop Insurance Program	USDA, Risk Management Agency (RMA)	Direct payments of insurance claims. Insurance against unavoidable causes of loss such as adverse weather conditions, fire, insects, or other natural disasters beyond the producer's control.	No activating mechanism is needed, but availability is based on crop-specific sales, closing dates, and the availability of crops in particular counties	I
Business and Industrial Loan Program (B&I)	USDA, Rural Business Service	Guaranteed and direct loans up to \$10 million. Possible disaster uses include drilling wells, purchasing water, or tying into other water programs.	AWD	B/N/T and public bodies
Rural Housing Site Loans	USDA, Rural Housing Service (RHS)	Loans for the purchase and development of housing and necessary equipment that becomes a permanent part of the development (e.g., water and sewer lines).	AWD	N
Rural Rental Housing Loans	USDA, RHS	Loans for the purchase, building, or repair of rental housing. Funds can also be used to	AWD	I/S/L/B

		provide water and waste disposal systems.		
Emergency Community Water Assistance Grants (ECWAG)	USDA, Rural Utilities Service (RUS)	Project grants to help rural residents obtain adequate water supplies.	PD	S/L/N
Water and Waste Disposal Loans and Grants	USDA, RUS	Project grants and direct and guaranteed loans to develop, replace, or repair water and waste disposal systems in rural areas and towns having populations of 10,000 or less.	AWD	L/N/T

Recovery Division Fact Sheet: RP9580.202

Debris Removal Authorities of Federal Agencies

United States Department of Agriculture

Natural Resources Conservation Service (NRCS)

- ☐ NRCS' Emergency Watershed Protection Program (EWP) is authorized by Section 216 of the Flood Control Act of 1950, PL 81-516, 33 U.S.C. 701b-1; and Section 403 of the Agricultural Credit Act of 1978, PL 95-334, as amended by Section 382, of the Federal Agriculture Improvement and Reform Act of 1996, PL 104-127, 16 U.S.C. 2203.
- ☐ Debris clean up must be for either runoff retardation or soil erosion prevention that is causing a sudden impairment in the watershed creating an imminent threat to life or property. Typically, this includes debris within channels but could also include debris in close proximity to a channel or situated where the next event could create an imminent threat to life or property. There is no size limit to the watershed except that EWP assistance is not eligible for coastal erosion restoration.
- ☐ The EWP is funded through specific Congressional appropriations.
- ☐ Public and private landowners are eligible for assistance but must be represented by a project sponsor (a state or political subdivision thereof, qualified Indian tribe or tribal organization, or unit of local government).
- ☐ Work can be done either through Federal or local contracts. Sponsors are responsible for the 75% local cost share.
- ☐ NRCS can provide assistance when the President declares an area to be a major disaster area or when an NRCS State Conservationist determines that a watershed impairment exists.
- ☐ NRCS will not provide funding for activities undertaken by a sponsor prior to the signing of an agreement between NRCS and the sponsor.

Farm Service Agency (FSA)

- ☐ Emergency Conservation Program (ECP) is authorized by Sections 401 - 406 of the Agricultural Credit Act of 1978, PL 95-334, and provides emergency assistance for debris removal from privately-owned land following a natural disaster. It is funded through Congressional supplemental appropriations.
- ☐ The damage must be so costly that Federal assistance is or will be required to return the land to productive agricultural use or to provide emergency water for livestock.
- ☐ The ECP provides emergency cost share funding (up to 75% federal share) and technical assistance for farmers and ranchers to remove debris (other than animal carcasses).

Recovery Division Fact Sheet: RP9580.202 Debris Removal Authorities of Federal Agencies

Animal, Plant and Health Inspection Service (APHIS)

- ☐ APHIS has two programs under which it can provide debris removal assistance:
 - Veterinary Services (VS) program authorized by Animal Health Protection Act (7 U.S.C. 8301–8317) which provides for removal and burial of diseased animal carcasses.
 - Plant Protection and Quarantine (PPQ) program authorized by Plant Protection Act (Title IV, Pub. L. 106–224, 114 Stat. 438, 7 U.S.C. 7701–7772). This program manages issues related to the health of plant resources. Primary objective is to regulate and monitor in order to reduce the risk of introduction and spread of invasive species, including planning, surveillance, quick detection, containment, and eradication.
- ☐ Both public and private lands are eligible under these programs which provide assistance to Federal, State, tribes, local jurisdictions, and private landowners to manage animal and plant health by collecting and providing information, conducting or supporting treatments, providing technical assistance for planning and program implementation (removal).

Environmental Protection Agency (EPA)

- ☐ Under the National Contingency Plan (NCP), EPA is responsible for providing pre-designated Federal On-Scene Coordinators (FOSCs) to conduct emergency removals of oil and hazardous materials. EPA has responsibility for the inland zone, and the delineation between coastal and inland zones is through mutual agreement with the United States Coast Guard, and the geographic limits are indicated in Area Contingency Plans.
- ☐ Hazardous materiel removals are conducted using the Comprehensive Environmental Response, Compensation, and Liability Act fund (CERCLA), also known as Superfund. Oil removals are conducted with funding from the Oil Spill Liability Trust Fund.
- ☐ CERCLA requires that the State in which the site is located fund 10% of remedial action costs, with the other 90% drawn from the Superfund. However, where the potentially responsible party is a political subdivision of a State, the State must agree to fund 50% of the remedial action costs, with the other 50% drawn from the Superfund.
- ☐ Under CERCLA and the Clean Water Act, EPA has the authority to respond to actual or potential discharges of oil and actual or potential releases of hazardous substances, pollutants and contaminants that may endanger public health or the environment.
- ☐ Response actions may include containment, stabilization, decontamination, and disposal. Debris may be mixed with, or contain, oil or hazardous materials that are subject to these EPA response authorities.



Ongoing Disaster Assistance Programs for Agricultural Producers

Overview

The Farm Service Agency (FSA) offers farmers and ranchers various types of disaster aid to facilitate recovery from losses caused by drought, flood, freeze, tornadoes, hurricane, and other natural events. Ongoing disaster assistance programs available to eligible producers are:

Emergency Conservation Program (ECP)

ECP provides funding for farmers and ranchers to rehabilitate farmland damaged by wind erosion, floods, hurricanes, or other natural disasters and for carrying out emergency water conservation measures during periods of severe drought. The natural disaster must create new conservation problems which, if not treated, would:

- Impair or endanger the land;
- Materially affect the productive capacity of the land;
- Represent unusual damage which, except for wind erosion, is not the type likely to recur frequently in the same area; and
- Be so costly to repair that federal assistance is, or will be required, to return the land to productive agricultural use.

Noninsured Crop Disaster Assistance Program (NAP)

NAP provides financial assistance to eligible producers affected by drought, flood, hurricane, or other natural disasters. NAP covers noninsurable crop losses and planting prevented by disasters. Landowners, tenants, or sharecroppers who share in the risk of producing an eligible crop may qualify for this program. Before payments can be issued applications must first be received and approved, generally before the crop is planted, and the crop must have suffered a minimum of 50 percent loss in yield. Eligible crops include commercial crops and other agricultural commodities produced for food, including livestock feed or fiber for which the catastrophic level of crop insurance is unavailable. Also eligible for NAP coverage are controlled-environment crops (mushroom and floriculture), specialty crops (honey and maple sap), and value loss crops (aquaculture, Christmas trees, ginseng, ornamental nursery, and turfgrass sod).

Disaster Debt Set-Aside (DSA) Program

DSA is available to producers in primary or contiguous counties declared presidential or secretarial disaster areas. When borrowers affected by natural disasters are unable to make their scheduled

payments on any debt, FSA is authorized to consider set-aside of some payments to allow the farming operation to continue. After disaster designation is made, FSA will notify borrowers of the availability of the DSA. Borrowers who are notified have eight months from the date of designation to apply. Also, to meet current operating and family living expenses, FSA borrowers may request a release of income proceeds to meet these essential needs or request special servicing provisions from their local FSA county offices to explore other options. A complete fact sheet about DSA can be found at <http://www.fsa.usda.gov/pas/publications/facts/debtset05.pdf>.

Emergency Loan Program (EM)

FSA provides emergency loans to help producers recover from production and physical losses due to drought, flooding, other natural disasters, or quarantine. Emergency loans may be made to farmers and ranchers who own or operate land located in a county declared by the president as a disaster area or designated by the secretary of agriculture as a disaster area or quarantine area (for physical losses only, the FSA administrator may authorize emergency loan assistance). EM funds may be used to:

- Restore or replace essential property;
- Pay all or part of production costs associated with the disaster year;
- Pay essential family living expenses;
- Reorganize the farming operation; and
- Refinance certain debts.

Types of Emergency Disaster Designations

Agricultural-related disasters are common. One-half to two-thirds of the counties in the United States have been designated as disaster areas in each of the past several years. Producers may apply for low-interest emergency loans in counties named as primary or contiguous under a disaster designation.

Four types of disaster designations are made:

- 1) Presidential major disaster declaration;
- 2) USDA secretarial disaster designation;
- 3) FSA Administrator's Physical Loss Notification; and,
- 4) Quarantine designation.

The first three types of disaster declarations are authorized under the regulations at 7 CFR 1945-A. The fourth is the result of a statutory requirement, Section 5201 of the Agricultural Assistance Act of 2003, P.L. 108-07, which authorizes emergency loans for losses resulting from quarantines imposed by the secretary under the Plant Protection Act or animal quarantine laws as defined in section 2509 of the Food, Agriculture, Conservation,

and Trade Act of 1990.

Presidential major disaster declarations, which must be requested by a governor to the president, are administered through the Federal Emergency Management Agency (FEMA). A presidential major disaster declaration can be made within days or hours of the initial request. FEMA immediately notifies FSA of the primary counties named in a presidential declaration.

USDA secretarial disaster designations must be requested of the secretary of agriculture by a governor, the governor's authorized representative or by an Indian Tribal Council leader. The secretarial disaster designation is the most widely used and its process is the most complicated of the four.

An FSA Administrator's Physical Loss Notification (APLN) is for physical losses only, such as a building destroyed by a tornado. An APLN is requested of FSA's Administrator by an FSA state executive director (SED).

A quarantine designation is requested of the FSA deputy administrator for farm programs by an FSA SED. A quarantine designation authorizes EM loans for production and physical losses resulting from a quarantine. A complete fact sheet about Emergency Disaster Designations can be found at <http://www.fsa.usda.gov/pas/publications/facts/EMProcess04.pdf>.

For More Information

Producers may contact their county or state FSA offices for more information on the programs listed above or read fact sheets available in PDF or HTML format listed on the FSA Web site: <http://www.fsa.usda.gov/pas/publications/facts/pubfacts.htm>.

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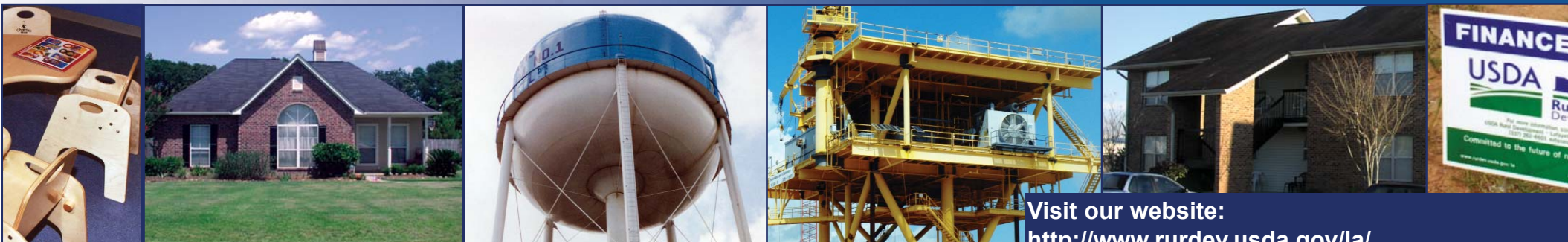
USDA Rural Development

Disaster Recovery Guide for People and Communities



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USDA Rural Development—Hurricane Katrina Disaster Recovery

Housing

Business

Community

Hurricane Katrina made landfall in Louisiana on August 29, 2005, as a Category 4 hurricane with winds of 150 miles per hour—leaving a path of destruction throughout southeastern Louisiana.

On August 29, 2005, President Bush declared a major disaster in the State of Louisiana and ordered federal aid to supplement state and local recovery efforts. The President's action made federal funding available to affected individuals in the parishes of Acadia, Ascension, Assumption, Calcasieu, Cameron, East Baton Rouge, East Feliciana, Iberia, Iberville, Jefferson, Jefferson Davis, Lafayette, Lafourche, Livingston, Orleans, Plaquemines, Pointe Coupee, St. Bernard, St. Charles, St. Helena, St. James, St. John the Baptist, St. Mary, St. Martin, St. Tammany, Tangipahoa, Terrebonne, Vermilion, Washington, West Baton Rouge, and West Feliciana.

USDA Rural Development is assisting those affected by Hurricane Katrina by finding shelter for displaced homeowners and renters and granting payment moratoriums for many of our financial programs.

This **Disaster Recovery Guide for People and Communities** contains valuable program information for our current borrowers, as well as those individuals and organizations considering USDA Rural Development funding opportunities. You will find contact information for our offices, as well as other agencies involved in disaster recovery efforts.

In the coming days, weeks, and months, USDA Rural Development personnel will visit communities throughout Louisiana to provide information and assistance. Our staff is dedicated to helping people and communities impacted by Hurricane Katrina regain their quality of life.

Our programs . . .

Community Programs provide loans and grants and loan guarantees for water and environmental projects, as well as community facilities projects. Water and environmental projects include water systems, waste systems, solid waste, and storm drainage facilities. Community facilities projects develop essential community facilities for public use in rural areas and may include hospitals, fire protection, safety, as well as many other community-based initiatives.

In addition, USDA Rural Development offers programs to finance rural America's telecommunications infrastructure. Through the Distance Learning and Telemedicine Program, loans and grants are available to help meet the need in rural areas for quality education and healthcare services through the use of advanced telecommunications technologies. Through the Broadband Loan and Loan Guarantee Program, loans and loan guarantees are available to help provide access to the internet in rural areas.

Business Programs help create jobs and stimulate rural economies by providing financial backing for rural businesses. Loans, grants, and loan guarantees are available to any legally-organized entity, including cooperatives, partnerships, profit or non-profit entities, Indian tribes or federally-recognized tribal groups, and municipalities. In addition, a wide range of technical assistance is provided to cooperatives and people interested in forming new cooperatives.

Single Family Housing Programs provide homeownership opportunities to low and moderate-income rural Americans through several loan, grant, and loan guarantee programs. The programs also make funding available to individuals to finance vital improvements necessary to make their homes decent, safe, and sanitary.

Multi-Family Housing Programs offer Rural Rental Housing Loans to provide affordable multi-family rental housing for very low-, low-, and moderate-income families; the elderly; and persons with disabilities. This is primarily a direct mortgage program, but funds may also be used to buy and improve land and to provide necessary facilities such as water and waste disposal systems. In addition, deep subsidy rental assistance is available to eligible families.



Committed to the future of rural communities.

MICHAEL B. TAYLOR
State Director
USDA Rural Development - Louisiana

Housing Programs					
Program	Applicant	Uses	Population	Terms/Conditions	Special Hurricane Provisions
Single Family Housing					
Single Family Housing Homeownership Loans	Very low and low income persons or families apply directly to USDA Rural Development	For the purchase, construction, or rehabilitation of homes in rural areas that will be the applicant's permanent residence.	Rural areas and populations of 10,000 or less and under certain conditions towns and cities with population between 10,000 and 25,000 *See Special Hurricane Provisions	No down-payment. Up to 100% of market value or cost, whichever is less. Loan amortized for 33 years. Applicant may be eligible for payment assistance (subsidy) on the loan. Maximum mortgage limit applies (\$127,000 to \$140,000). New manufactured housing on permanent foundation allowable. Loan amortized for 30 years.	For existing borrowers: 1. Six-month moratorium within Federally Declared Disaster Area. 2. Suspension of collection calls. 3. Suspension of Treasury Offset Program. 4. Extended call hour services (1-800-414-1226). 5. Streamlined insurance claim processing. 6. Any loan with a 6-month moratorium will be automatically reamortized when the moratorium expires. 7. Escrow requirements will be waived for loans not in escrow when it is reamortized. 8. Areas within Federally Declared Disaster Area with populations up to 50,000 along with the City of Kenner are now eligible.
Single Family Housing Home Repair Loans and Grants	Very low income persons or families apply directly to USDA Rural Development	Loan funds-To make general repairs and improvements to properties and remove health and safety hazards. Grant funds-To remove health and safety hazards.	Rural areas and populations of 10,000 or less and under certain conditions towns and cities with population between 10,000 and 25,000 *See Special Hurricane Provisions	Loan amount 20 years at 1% interest. Grant-Available to those very-low income homeowners 62 years or older who do not qualify for a loan.	1. Six-month moratorium within Federally Declared Disaster Area. 2. Suspension of collection calls. 3. Suspension of Treasury Offset Program. 4. Extended call hour services (1-800-414-1226). 5. Streamlined insurance claim processing. 6. Areas within Federally Declared Disaster Area with populations up to 50,000 along with the City of Kenner are now eligible.
Single Family Housing Guaranteed Homeownership Loans	Persons or families apply to participating lenders	Loans may be made to purchase new or existing homes as applicant's permanent residence.	Rural areas and populations of 10,000 or less and under certain conditions towns and cities with population between 10,000 and 25,000 *See Special Hurricane Provisions	30 year, fixed rate. Interest rate negotiated between lender and borrower. No down-payment. If guarantee fee is not included in loan, up to 100% of market value or cost, whichever is less. If guarantee fee is included in loan, total loan cannot exceed 102% LTV. Guarantee fee is 2.0% on new loans and .5% for refinanced loans. Refinancing allowed for guaranteed loans and direct loans only.	1. 90-day moratorium on initiating new foreclosures. 2. Suspend delinquency reporting to credit bureaus for payments due 9/1/2005. 3. Waive late fees. 4. Areas within Federally Declared Disaster Area with populations up to 50,000 along with the City of Kenner are now eligible.
Multi-Family Housing					
Rental Housing for Families and Elderly Direct Loans	Individuals, profit, and non-profit organizations. Apply to Rural Development	New construction or substantial rehabilitation of rental housing	Rural areas and populations of 20,000 or less *See Special Hurricane Provisions	Up to 102% of market value (non-profit). Up to 97% (for profit corporations and limited partnerships). Amortized up to 50 years. Interest credit reduces interest rate to 1 percent.	Owner: 1. Deferral of payment up to 180 days. 2. Waiver of late fees up to 180 days. 3. Waiver of late tenant certifications up to 180 days. 4. Waiver of income-ineligible tenants up to 180 days. 5. Waiver of occupancy guidelines regarding elderly status up to 180 days. 6. Tenant leases less than a year up to 180 days. 7. Waiver of tenant eligibility requirements up to 180 days. 8. Areas within Federally Declared Disaster Area with populations up to 50,000 along with the City of Kenner are now eligible. 9. Reamortization. Tenant: 1. Letter of Priority Entitlement allows displaced individuals to be placed on a first-come, first-served waiting list for any vacant unit or the next available unit. 2. Existing tenants receiving rental assistance in units made uninhabitable due to the hurricane may have the rental assistance transferred to another USDA Rural Development unit upon agreed-to arrangements by all parties. 3. Temporary rental assistance is available to eligible displaced families.
Rental Housing for Families and Elderly Loan Guarantees	Individuals, profit, and non-profit organizations. Apply to intermediary	New construction or substantial rehabilitation of rental housing	Rural areas and populations of 20,000 or less *See Special Hurricane Provisions	Up to 40-year term. Fixed rate interest rate negotiated between lender and borrower. Up to 90% guarantee of the appraised value or total development cost, whichever is less. Application fee is \$2,500. Guarantee fee is 1% at closing. Annual fee is .5% on unpaid principal.	
Farm Labor Housing	Individuals, profit and non-profit organizations. Apply to Rural Development	New construction or substantial rehabilitation of rental housing	Rural areas and populations of 20,000 or less *See Special Hurricane Provisions	Up to 100% of market value. Up to 33 years at 1% interest.	

Direct loans and grants - Apply to Rural Development

Loan guarantees - Apply to Lender (approved banks, mortgage companies).

Business Programs

Program	Applicant	Uses	Population	Terms/Conditions	Special Hurricane Provisions
Business and Industry Loan Guarantees	Business applies through eligible lending institutions	Most legal business purposes. No production agriculture and related capital expenditures. Certain other restrictions apply	All areas, except cities of more than 50,000 and their immediately adjacent urban areas	Lender and borrower negotiate terms and interest rate. Rate must be reasonable. Variable rates and customary interest rates must be tied to published base rate and change no more often than quarterly. The guarantee fee is 2% of the guaranteed amount.	<p>The lender is responsible for servicing the entire loan and for taking all servicing actions that a prudent lender would perform in servicing its own portfolio of loans that are not guaranteed. The following servicing authorities can be considered:</p> <ol style="list-style-type: none"> 1. Interest rate adjustments 2. Release of collateral 3. Subordination of lien position 4. Transfer and assumption <p>In case of default by a borrower, the lender must notify USDA Rural Development when a borrower is 30 days past due on a payment or is otherwise in default of the Loan Agreement. If a monetary default exceeds 60 days, the lender will arrange a meeting with USDA Rural Development and the borrower to resolve the problem. Curative actions include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Deferment of principal 2. An additional unguaranteed temporary loan by the lender 3. Reamortization of or rescheduling payments 4. Transfer and assumption of the loan 5. Reorganization 6. Liquidation 7. Subsequent loan guarantees 8. Changes in interest rates. <p>See RD Instruction 4287-B</p>
Rural Business Opportunity Grants (RBOG)	Public bodies, non-profit corporations, Indian tribes, and cooperatives can apply to the Rural Development State Office in Alexandria, Louisiana	Technical assistance for business development and economic development planning	All areas, except cities of more than 50,000 and their immediately adjacent urban areas	Grant funds to assist with the completion of a proposed project, provided that the project can reasonably be expected to be completed within 2 full years after it has begun.	
Rural Business Enterprise Grants (RBEG)	Public bodies and non-profit corporations can apply to the Rural Development State Office in Alexandria, Louisiana	Buy and develop land. Construct buildings, plants, equipment, access streets, and roads, parking areas, utility and service extensions, rural distance learning networks. Recipients make loans to third parties	All areas, except cities of more than 50,000 and their immediately adjacent urban areas	When grant funds are used for Revolving Loan Fund (RLF), the grant recipient makes loans to businesses from its RLF on terms consistent with grantee's approved lending policy.	
Intermediary Relending Program (IRP) Loans	Public bodies, non-profit corporations, and cooperatives can apply to Rural Development State Office in Alexandria, Louisiana	Community development projects. Establishment or expansion of businesses. Creating or saving rural jobs	Rural areas and places with populations of less than 25,000	The intermediary makes loans to businesses from its Revolving Loan Fund on terms consistent with the intermediary's approved lending policy.	
Rural Economic Development Loans and Grants (REDLG)	Electric and telephone cooperatives can apply to Rural Development State Office in Alexandria, Louisiana	Business startup or expansion projects that create rural jobs. Funds may also be utilized for construction of business assistance facilities by the electric or telephone cooperative	Rural areas and places with populations of 2,500 or less	The intermediary, electric or telephone cooperative makes loans or grants to profit or nonprofit business and public bodies for rural economic development and/or job creation projects.	

Direct loans and grants - Apply to Rural Development

Loan guarantees - Apply to Lender (approved banks, mortgage companies).

Community Programs

Program	Applicant	Uses	Population	Terms/Conditions	Special Hurricane Provisions
Water and Waste Disposal Direct Loans and Grants	Public entities, Indian tribes, and non-profit corporations apply to Rural Development	Build, repair, improve public water systems and waste collection and treatment systems, and other related costs	Unincorporated rural areas and incorporated rural areas with populations of 10,000 or less	Interest rates are set quarterly based on an index of current market yields for municipal obligations. Repayment term is a maximum of 40 years. Grant funds may be available.	<ol style="list-style-type: none"> Emergency Community Water Assistance Grants (ECWAG) are available for up to \$500,000 to make repairs to water systems. Predevelopment Planning Grants are available for up to \$15,000 to pay engineering, planning and environmental costs in developing an application for funding for water and waste disposal systems. Protective advances are available in the form of non-contractual loans to complete emergency repairs for water and waste disposal systems. Suspend Preauthorized Debit (PAD) payments for up to 6-months. Debt restructuring and reamortization with or without interest rate adjustment. 90-day moratorium on debt collection in Louisiana.
Water and Waste Disposal Loan Guarantees	Eligible lenders obtain guarantee for loans made and serviced by them. Lenders should contact the Rural Development Area Office or State Office	Construct, repair, modify, expand, improve water supply and distribution systems, and waste collection and treatment systems, and other related costs	Unincorporated rural areas and incorporated rural areas with populations of 10,000 or less	Not eligible for grant. Eligible lenders obtain up to a 90% guarantee for loans made and serviced by them. Lenders should contact Rural Development Area or State Offices. Guarantee fee is 1 percent of guaranteed loan amount.	<ol style="list-style-type: none"> Suspend Preauthorized Debit payments for up to 6-months subject to Lender approval. Debt restructuring and reamortization with or without interest rate adjustment subject to Lender approval.
Technical Assistance and Training and Solid Waste Management Grants	Non-profit organizations and public bodies. Contact Rural Development State Office in Alexandria, Louisiana	Provide technical assistance and training to reduce pollution of water resources and improve management of solid waste facilities, reduction of solid waste in streams	Unincorporated rural areas and incorporated rural areas with populations of 10,000 or less	Projects funded based on selection at National Level. Applications are accepted from October 1st to December 31st of each year.	
Community Facilities Programs Direct Loans and Grants	Public bodies, non-profit corps, and federally recognized Indian Tribes. For Direct loans and grants apply to Rural Development.	Build facilities, purchase equipment, fund operating costs; fire and rescue; telecommunications for schools, libraries, and hospitals.	Unincorporated rural areas and incorporated rural areas with populations of 20,000 or less	<p>Up to 100% of market value.</p> <p>Up to 40 years or life of security.</p>	<ol style="list-style-type: none"> Protective advances are available in the form of non-contractual loans to complete emergency repairs to the facilities. Suspend Preauthorized Debit (PAD) payments for up to 6-months. Debt restructuring and reamortization with or without interest rate adjustment. 90-day moratorium on debt collection in Louisiana.
Community Facilities Programs Guaranteed Loans	Public bodies, non-profit corps, and federally recognized Indian Tribes. For guaranteed loans apply to lender.	Build facilities, purchase equipment, fund operating costs; fire and rescue; telecommunications for schools, libraries, hospitals, and recreation activities with guaranteed loan only	Unincorporated rural areas and incorporated rural areas with populations of 20,000 or less	<p>Up to 100% of market value.</p> <p>Up to 40 years or life of security.</p> <p>Guarantee fee is 1 percent of guaranteed loan amount.</p>	<ol style="list-style-type: none"> Suspend Preauthorized Debit payments for up to 6-months subject to Lender approval. Debt restructuring and reamortization with or without interest rate adjustment subject to Lender approval.

Direct loans and grants - Apply to Rural Development

Loan guarantees - Apply to Lender (approved banks, mortgage companies).

Summary of Program Purposes

Housing

Business

Community

	Land and Building	Machinery and Equipment	Working Capital	Infrastructure	Training and/or Technical Assistance
Housing Programs					
Section 502 - Direct Loan	★				
Section 502 - Guaranteed Loan	★				
Section 504 - Loan/Grant	★				
Self-Help Technical Assistance Grant					★
Rural Rental Housing - Guaranteed Loan	★			★	
Rural Rental Housing - Direct Loan	★			★	
Farm Labor Housing - Loan/Grant	★			★	
Housing Preservation Grant	★		★	★	★
Business Programs					
Business and Industry - Guaranteed Loan	★	★	★	★	
Rural Business Enterprise Grant	★	★	★	★	★
Intermediary Relending Loan	★	★	★	★	
Rural Business Opportunity Grant					★
Rural Economic Development Loan and Grant	★	★	★	★	★
Community Programs					
Water and Sewer - Loan/Grant	★	★	★	★	
Water and Sewer - Guaranteed Loan	★	★	★	★	
Solid Waste Management Grant					★
Distance Learning and Telecommunications Loan/Grant		★		★	
Technical Assistance and Training Grant					★
Community Facilities - Direct Loan/Grant	★	★	★		
Community Facilities - Guaranteed Loan	★	★	★		



responsibilities, as appropriate.

(b) The NRP will include protocols for operating under different threats or threat levels; incorporation of existing Federal emergency and incident management plans (with appropriate modifications and revisions) as either integrated components of the NRP or as supporting operational plans; and additional operational plans or annexes, as appropriate, including public affairs and intergovernmental communications.

(c) The NRP will include a consistent approach to reporting incidents, providing assessments, and making recommendations to the President, the Secretary, and the Homeland Security Council.

(d) The NRP will include rigorous requirements for continuous improvements from testing, exercising, experience with incidents, and new information and technologies.

(17) The Secretary shall:

(a) By April 1, 2003, (1) develop and publish an initial version of the NRP, in consultation with other Federal departments and agencies; and (2) provide the Assistant to the President for Homeland Security with a plan for full development and implementation of the NRP.

(b) By June 1, 2003, (1) in consultation with Federal departments and agencies and with State and local governments, develop a national system of standards, guidelines, and protocols to implement the NIMS; and (2) establish a mechanism for ensuring ongoing management and maintenance of the NIMS, including regular consultation with other Federal departments and agencies and with State and local governments.

(c) By September 1, 2003, in consultation with Federal departments and agencies and the Assistant to the President for Homeland Security, review existing authorities and regulations and prepare recommendations for the President on revisions necessary to implement fully the NRP.

(18) The heads of Federal departments and agencies shall adopt the NIMS within their departments and agencies and shall provide support and assistance to the Secretary in the development and maintenance of the NIMS. All Federal departments and agencies will use the NIMS in their domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation activities, as well as those actions taken in support of State or local entities. The heads of Federal departments and agencies shall participate in the NRP, shall assist and support the Secretary in the development and maintenance of the NRP, and shall participate in and use domestic incident reporting systems and protocols established by the Secretary.

(19) The head of each Federal department and agency shall:

(a) By June 1, 2003, make initial revisions to existing plans in accordance with the initial version of the NRP.

(b) By August 1, 2003, submit a plan to adopt and implement the NIMS to the Secretary and the Assistant to the President for Homeland Security. The Assistant to the President for Homeland Security shall advise the President on whether such plans effectively implement the NIMS.

(20) Beginning in Fiscal Year 2005, Federal departments and agencies shall make adoption of the NIMS a requirement, to the extent permitted by law, for providing Federal preparedness assistance through grants, contracts, or other activities. The Secretary shall develop standards

Attachment 3

ESF-11 and Agriculture
NRF Annexes

- **Ensuring the safety and security of the commercial food supply:** Includes the execution of routine food safety inspections and other services to ensure the safety of food products that enter commerce. This includes the inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities at ports of entry; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; foodborne disease surveillance; and field investigations. These efforts are coordinated by USDA's Food Safety and Inspection Service (FSIS).
- **Protecting NCH resources:** Includes appropriate response actions to preserve, conserve, rehabilitate, recover, and restore NCH resources. This includes providing postevent baseline assessments of damages and providing technical assistance and resources for assessing impacts of response and recovery activities to NCH resources. These efforts are coordinated by the Department of the Interior (DOI).
- **Providing for the safety and well-being of household pets:** Supports the Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) together with ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services; ESF #8; ESF #9 – Search and Rescue; and ESF #14 – Long-Term Community Recovery to ensure an integrated response that provides for the safety and well-being of household pets. The ESF #11 effort is coordinated by USDA/APHIS.

Policies

General	<ul style="list-style-type: none">• ESF #11 is activated by DHS/FEMA upon notification of a potential or actual incident that requires a coordinated Federal response and support to help ensure one or more of the following: the availability and delivery of food products; food safety; appropriate response to an animal or plant disease or pest; the protection of natural and cultural resources and historic properties; and/or the safety and well-being of household pets.• Actions initiated under ESF #11 are coordinated and conducted cooperatively with State, tribal, and local incident management officials and with private entities, in coordination with the Joint Field Office (JFO) Unified Coordination Group, the Regional Response Coordination Center (RRCC), and the National Response Coordination Center (NRCC) as required.• Each supporting agency is responsible for managing its respective assets and resources after receiving direction from the primary ESF #11 agency for the incident.
Nutrition Assistance Policies	USDA/FNS <ul style="list-style-type: none">• Food supplies secured and delivered under ESF #11 are suitable either for household distribution or for congregate meal service as appropriate for the incident.• Transportation and distribution of food supplies within the affected area are arranged by Federal, State, local, and voluntary organizations.• ESF #11 officials coordinate with and support agencies responsible for ESF #6 that are involved in mass feeding.• ESF #11 officials encourage the use of congregate feeding arrangements as the primary outlet for disaster food supplies.• Priority is given to moving critical supplies of food into areas of acute need and then to areas of moderate need.• ESF #11 officials, upon notification that commercial channels of trade have been restored, may authorize the use of Disaster Food Stamp Program procedures.

<p>Animal and Plant Disease and Pest Response Policies</p>	<p>USDA/APHIS</p> <ul style="list-style-type: none"> • Animal and plant disease and pest responses are conducted in collaboration and cooperation with State authorities and private industries to ensure continued human nutrition and animal, plant, and environmental security, and to support the American economy and trade. • When addressing animal diseases, all animal depopulation activities are conducted as humanely as possible while stopping pathogen spread and limiting the number of animals that must be euthanized. Disposal methods for infected or potentially infected carcasses and plant host material are chosen for their effectiveness in stopping pathogen spread and for their minimal impact on the environment. • In connection with an emergency in which a pest or disease of livestock threatens any segment of agricultural production in the United States, the Secretary of Agriculture (with concurrence from the Office of Management and Budget) may transfer from other appropriations or funds available to the agencies or corporations of USDA such funds as the Secretary determines are necessary for the arrest, control, eradication, or prevention of the spread of the pest or disease of livestock and for related expenses including indemnity for producers. • In the event of a plant health emergency, the Secretary may declare an extraordinary emergency and may also elect to provide compensation for economic losses incurred as a result of actions taken under the declaration of extraordinary emergency. • Under a declaration of extraordinary emergency, the Secretary of Agriculture may use Federal authorities to take action within a State if the affected State is unable to take appropriate action to control and eradicate the disease or pest. • Actions taken during an animal or plant emergency are guided by and coordinated with State, tribal, and local emergency preparedness and response officials, homeland security officials, and existing USDA internal policies and procedures. In responding to an emergency that requires a coordinated response through the <i>National Response Framework</i>, APHIS coordinates with agencies affiliated with appropriate ESFs and other annexes, including the coordinating agency for the Worker Safety and Health Support Annex, to ensure appropriate measures are in place to protect the health and safety of all workers, including volunteers.
<p>Commercial Food Supply Safety and Security Policies</p>	<p>USDA/FSIS</p> <p>Actions are guided by and coordinated with State, tribal, and local emergency preparedness and response officials, homeland security officials, and existing USDA internal policies and procedures.</p>
<p>NCH Resources Protection Policies</p>	<p>DOI</p> <ul style="list-style-type: none"> • DOI is the primary agency for the NCH component of ESF #11. • Actions initiated under ESF #11 to protect, preserve, conserve, rehabilitate, recover, and restore NCH resources are guided by the existing internal policies and procedures of the agencies providing support for the incident. • The organizations providing support for each incident coordinate with appropriate ESFs and other annexes, including the coordinating agency for the Worker Safety and Health Support Annex, to ensure appropriate use of volunteers and their health and safety and to ensure appropriate measures are in place to protect the health and safety of all workers. • Each support agency is responsible for managing its respective assets and resources after receiving direction from the primary agency.

Household Pets Response Policies	USDA/APHIS <ul style="list-style-type: none">• Animal evacuation and sheltering should be conducted in conjunction with human evacuation and sheltering efforts. Animals should be sheltered near their owners to the extent possible. Owners should be expected to provide food, water, husbandry, and exercise for their pets during the time they are in emergency shelters.• Businesses where animals are integral to operations (e.g., pet shops and veterinary hospitals) should be encouraged to have contingency plans in place for those animals in the event of a disaster or emergency.
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CONCEPT OF OPERATIONS

General

USDA, as the coordinator for ESF #11, organizes the ESF staff and support agencies based upon the five core functional areas described in the succeeding paragraphs and Table 1. It organizes and coordinates the capabilities and resources of the Federal Government to facilitate the delivery of services, technical assistance, expertise, and other support for incidents requiring a coordinated Federal response.

ESF #11 (USDA/FNS) identifies, secures, and arranges for the transportation of food and/or the provision of food stamp benefits to affected areas and supports DHS/FEMA Mass Care in providing food for shelters and other mass feeding sites.

ESF #11 (USDA/APHIS) provides for an integrated Federal, State, tribal, and local response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, or an outbreak of a harmful or economically significant plant pest or disease deemed of Federal regulatory significance.

ESF #11 (USDA/FSIS) ensures the safety and security of the Nation's commercial supply of food (e.g., meat, poultry, and egg products) for incidents requiring a coordinated Federal response, and mitigates the effect of the incident(s) on all affected parts of the U.S. population and environment.

ESF #11, through the primary agency for NCH resources (DOI), organizes and coordinates the capabilities and resources of the Federal Government to facilitate the delivery of services, technical assistance, expertise, and other support for the protection, preservation, conservation, rehabilitation, recovery, and restoration of NCH resources through all phases of an incident requiring a coordinated Federal response.

ESF #11 (USDA/APHIS) supports DHS/FEMA together with ESF #6, ESF #8, ESF #9, and ESF #14 to ensure an integrated response that provides for the safety and well-being of household pets during natural disasters and other emergency events resulting in mass displacement of civilian populations.

Table 1. ESF #11 Functional Categories and Responsibilities

Functional Category	ESF Primary Agency	ESF Responsibilities
Nutrition Assistance	USDA/FNS	<ul style="list-style-type: none">• Determines nutritional assistance needs.• Obtains appropriate food supplies.• Arranges transportation for food supplies.• Authorizes Disaster Food Stamp Program.

Emergency Support Function #11 – Agriculture and Natural Resources Annex

Functional Category	ESF Primary Agency	ESF Responsibilities
Animal and Plant Disease and Pest Response	USDA/APHIS	<ul style="list-style-type: none"> • Implements an integrated national-level response to an outbreak of an economically devastating or highly contagious animal/zoonotic disease or an outbreak of a harmful or economically significant plant pest or disease. • Coordinates veterinary and wildlife services in affected areas. • Coordinates with ESF #8 on animal/veterinary issues in disease situations and in other situations that develop during emergencies and natural disasters. <p>In response to a biohazardous event, the decontamination and/or destruction of animals and plants as well as associated facilities (e.g., barns, processing equipment, soil, and feeding and growing areas) may be required. Activities are conducted within agency capabilities.</p>
Commercial Food Supply Safety and Security	USDA/FSIS	<ul style="list-style-type: none"> • Performs inspection and verification of meat, poultry, and egg products in affected areas to ensure safe and wholesome products enter commerce. • Conducts foodborne disease surveillance. • Coordinates recall and tracing of adulterated products. • Coordinates disposal of contaminated food products. • Provides inspectors and laboratory services to affected areas.
NCH Resources Protection	DOI	<ul style="list-style-type: none"> • Coordinates NCH resources identification and vulnerability assessments. • Facilitates development and application of protection measures and strategies. • Assists in emergency compliance with relevant Federal environmental laws during emergency response activities, such as emergency permits/consultation for natural resources use or consumption. • Manages, monitors, and assists in or conducts response and recovery actions to minimize damage to NCH resources. • Coordinates with ESFs #3 – Public Works and Engineering and #10 – Oil and Hazardous Materials Response on the removal of debris affecting NCH resources. • Coordinates with ESF #3 to manage, monitor, or provide technical assistance on emergency stabilization (and during recovery, restoration) of shorelines, riparian buffer zones, and hillsides to protect NCH resources. • Shares best practices and assists in development of programmatic approaches to address and expedite NCH-related requirements for all Federal actions/initiatives taken to respond to or recover from an incident requiring a coordinated Federal response. • Provides assistance and expertise in addressing impacts to properties of traditional religious and cultural importance. • Provides up-to-date geospatial data related to impacted NCH resources, and develops and provides standard operating procedures for collecting NCH digital data, conducting GIS analyses, and disseminating geospatial products related to NCH resources, such as maps. • Provides Incident Management Teams to assist in NCH resource response and recovery actions.

Functional Category	ESF Primary Agency	ESF Responsibilities
Safety and Well-Being of Household Pets	USDA/APHIS	<ul style="list-style-type: none">• Supports DHS/FEMA together with ESF #6, ESF #8, ESF #9, and ESF #14 to ensure an integrated response that provides for the safety and well-being of household pets during natural disasters and other emergency events resulting in mass displacement of civilian populations.• Provides technical support and subject-matter expertise regarding the safety and well-being of household pets.• Conducts critical needs assessments for household pets.• Expedites requests for resources to assist in evacuating and sheltering household pets.

ORGANIZATION

Headquarters-Level Response Structure

The headquarters ESF operates under the direction of the USDA coordinator. When the assistance needed involves NCH resources protection, DOI provides headquarters direction and coordination. When an incident requires assistance from more than one of the ESF #11 functions, USDA provides the overall direction.

For nutrition assistance, FNS's National Disaster Coordinator is the point of contact and coordinates FNS's response activities with other agencies on behalf of the FNS Disaster Task Force.

For animal and plant disease and pest response, APHIS assumes primary responsibility.

For incidents involving the well-being of household pets, APHIS leads ESF #11's efforts as part of a multi-ESF approach and in coordination with Federal agencies, State agencies, and nongovernmental organizations.

For an incident involving the safety and security of the commercial food supply, FSIS assumes primary responsibility.

For an incident involving NCH resources protection, the DOI Office of Environmental Policy and Compliance assumes primary responsibility.

Once ESF #11 is activated, the national response is coordinated by USDA at the NRCC. The coordinator convenes a conference call with appropriate support agencies and non-Federal partners to assess the situation and determine appropriate actions. The agency then alerts supporting organizations and requests that they provide representation.

Regional-Level Response Structure

At the regional level, ESF #11 operates under the direction of a USDA coordinator, who is determined based upon the assistance needed for the specific incident. When an incident requires assistance from more than one of the ESF #11 functions, USDA provides the regional point of contact within the RRCC and represents ESF #11 in its dealings with the Unified Coordination Group. ESF #11 will have staff on duty at the JFO on a 24-hour basis, as needed, for the duration of the emergency response period. When ESF #11 assistance may involve only NCH resources protection, DOI provides this regional function until the NCH coordinator for the incident is determined.

Emergency Support Function #11 – Agriculture and Natural Resources Annex

For nutrition assistance, the FNS Regional Disaster Coordinator is the point of contact and represents ESF #11 in its dealings with the Unified Coordination Group.

For incidents involving animal and plant disease and pest response, and the safety and well-being of household pets, the appropriate APHIS ESF #11 regional coordinator coordinates overall local and regional response operations and ensures appropriate resources are provided to support the RRCC and JFO.

For an incident involving the safety and security of the commercial food supply, the FSIS District and Field Offices nationwide coordinate the field response activities according to internal policies and procedures. A representative of a District Office(s) serves as the Senior USDA Federal Official of the Unified Coordination Group in the affected area.

For assistance in the protection of NCH resources, the DOI Regional Environmental Officer is the initial point of contact within the RRCC and represents ESF #11 in dealing with the Federal Coordinating Officer or Federal Resource Coordinator.

ACTIONS

Initial Actions

The ESF #11 coordinator provides information to the Domestic Readiness Group (DRG) for the duration of the incident. The primary agency for the incident assembles an interagency staff to support operations at the NRCC, RRCC, and JFO.

Functional Category	Initial Actions
Nutrition Assistance	<ul style="list-style-type: none">• Determines the critical needs of the affected population in terms of numbers of people, their location, and usable food preparation facilities for congregate feeding.• Identifies and locates geographically available food resources, transportation, equipment, storage, and distribution facilities.• Ensures that all identified USDA food is fit for human consumption.• Coordinates shipment of USDA food to staging areas within the affected area.• Initiates direct market procurement of critical food supplies that are unavailable from existing inventories.• Authorizes the Disaster Food Stamp Program.

Emergency Support Function #11 – Agriculture and Natural Resources Annex

Functional Category	Initial Actions
Animal and Plant Disease and Pest Response	<ul style="list-style-type: none">• APHIS addresses the potential for outbreaks in multiple States and provides guidance to unaffected States in taking immediate precautionary measures within their borders.• If a possible intentional pathogen or pest release is reported, animal or plant health authorities immediately notify USDA's Office of Inspector General (OIG), which in turn contacts the National Operations Center. As the situation warrants, the USDA OIG notifies and coordinates with the appropriate law enforcement agencies at the local, tribal, State, and Federal levels.• If criminal activity is suspected in connection with an outbreak, the USDA OIG works closely with the responding veterinary or plant diagnostics staff to ensure the proper handling and packing of any samples and their shipment to the appropriate research laboratory for testing and forensic analysis. The USDA OIG conducts any subsequent criminal investigation jointly with other appropriate Federal law enforcement agencies. If the outbreak is determined to be a criminal but not a terrorist act, the USDA OIG assumes primary Federal responsibility for a law enforcement response.• If a terrorist act is suspected in connection with an outbreak, the USDA OIG notifies the Weapons of Mass Destruction Unit of the Department of Justice (DOJ)/Federal Bureau of Investigation (FBI). The USDA OIG, other appropriate Federal law enforcement agencies, and the DOJ/FBI conduct a joint criminal investigation.• Within agency capabilities, APHIS provides appropriate services to include inspection, quarantine enforcement, fumigation, disinfection, sanitation, pest extermination, and destruction of animals or articles found to be so infected or contaminated as to be sources of dangerous infection to human beings and takes such other measures as necessary.• APHIS, under the Plant Protection Act and the Animal Health Protection Act, enforces interstate quarantines and coordinates with the States to ensure the establishment of appropriate intrastate quarantines.
Commercial Food Supply Safety and Security	<ul style="list-style-type: none">• Assesses the operating status of inspected meat, poultry, and egg product processing, distribution, import, and retail facilities in the affected area.• Evaluates the adequacy of available inspectors, program investigators, and laboratory services relative to the emergency on a geographical basis.
NCH Resources Protection	<ul style="list-style-type: none">• Determines the critical needs and resources available to preserve, conserve, rehabilitate, recover, and restore NCH resources, in consultation with Federal, State, tribal, local, and private entities, and the Heritage Emergency National Task Force. Based on this determination, DOI, USDA, and Department of Commerce/National Oceanic and Atmospheric Administration consult to determine which agency will provide staff for the incident.• Coordinates provision of necessary assistance within the affected area.
Safety and Well-Being of Household Pets	<ul style="list-style-type: none">• Conducts situation assessments to determine the critical needs of household pets.• Supports DHS/FEMA by identifying and managing available resources to support the evacuation and shelter of household pets.

Ongoing Actions

Functional Category	Ongoing Actions
Nutrition Assistance	<ul style="list-style-type: none">• Expedites requests, if any, for emergency issuance of food stamp benefits once access to commercial food channels is restored.• Establishes logistical links with long-term congregate meal services.• Assesses need for and effects replacement of food products transferred from existing FNS nutrition assistance program inventories.

Functional Category	Ongoing Actions
Animal and Plant Disease and Pest Response	<ul style="list-style-type: none"> Provides information and recommendations to the DRG for incidents involving an outbreak of a highly contagious animal/zoonotic disease or an outbreak of a harmful or economically significant plant pest or disease, either of which could require quarantine actions or impact intrastate/interstate commerce. Coordinates assignment of veterinary personnel to assist in delivering animal health care to injured or abandoned animals and performing veterinary preventive medicine activities, including the conducting of field investigations and the provision of technical assistance and consultation as required.
Commercial Food Supply Safety and Security	<ul style="list-style-type: none"> Inspects and verifies food safety aspects of slaughter and processing plants, distribution and retail sites, and import facilities at ports of entry. Engages in laboratory analysis activities to screen meat, poultry, and egg products for chemical, biological, and radiological agents. Suspends operations of meat, poultry, and egg processing plants as appropriate. Engages in surveillance of food safety/security-related illness, injury, and other consumer complaints. Coordinates with State, local, and voluntary organizations to determine the extent to which FSIS resources are needed and can be provided. Conducts product tracing to determine the source, destination, and disposition of adulterated and/or contaminated products. Controls all identified FSIS-inspected products at inspected establishments that are suspected or found to be adulterated through measures such as product recall, seizure, and detention and/or closures of regulated establishments.
NCH Resources Protection	<ul style="list-style-type: none"> Provides scientific/technical advice, information, and assistance to help prevent or minimize injury to NCH resources. Provides scientific/technical advice, information, and assistance for long-term recovery, restoration, preservation, protection, conservation, stabilization, or rehabilitation of NCH resources. Utilizes the national network of information and expertise on cultural and historic resources represented by the Heritage Emergency National Task Force. Utilizes the national network of resources represented by the National Archives and Records Administration's partnership with the Council of State Archivists on issues relating to government records and historical documents. Establishes logistical and communications links with organizations involved in long-term NCH resources protection, preservation, conservation, rehabilitation, recovery, stabilization, and restoration. Addresses long-term community recovery activities carried out under ESF #14 that involve NCH issues.
Safety and Well-Being of Household Pets	<ul style="list-style-type: none"> Expedites requests for emergency assistance. Supplies technical assistance and subject-matter expertise to provide for the safety and well-being of household pets.

RESPONSIBILITIES

Coordinating Agency: Department of Agriculture

Agency	Functions
Nutrition Assistance Primary Agency: Department of Agriculture/Food and Nutrition Service	<ul style="list-style-type: none"> • Determines the availability of USDA foods, including raw agricultural commodities (e.g., wheat, corn, oats, and rice) that could be used for human consumption and assesses damage to food supplies. • Coordinates with State, tribal, and local officials to determine the nutrition needs of the population in the affected areas. • At the discretion of the Administrator of the FNS, and upon request by the State, approves emergency issuance of food stamp benefits to qualifying households within the affected area. • At the discretion of the Administrator of the FNS, makes emergency food supplies available to households for take-home consumption in lieu of providing food stamp benefits for qualifying households. • Works with State and voluntary agencies to develop a plan of operation that ensures timely distribution of food in good condition to the proper location, once need has been determined.
Animal and Plant Disease and Pest Response, and Safety and Well-Being of Household Pets Primary Agency: Department of Agriculture/Animal and Plant Health Inspection Service	Animal Diseases and Pests – APHIS, Veterinary Services <ul style="list-style-type: none"> • Detects animal disease anomalies and pests, and assigns Foreign Animal Disease Diagnosticians to conduct investigations. • After diagnosis of disease, circulates warning notice to appropriate Federal and State officials in order to facilitate a timely and efficient response. • Coordinates tasks with other ESFs, Veterinary Medical Assistance Teams (VMATs), existing State veterinary emergency response teams, and voluntary animal care organizations to respond. • Coordinates with ESF #8 on zoonotic disease surveillance activities. • Coordinates with ESF #8 in the case of a natural disaster in which animal/veterinary issues arise, to ensure support for such issues.

Agency	Functions
<p>Animal and Plant Disease and Pest Response, and Safety and Well-Being of Household Pets</p> <p>Primary Agency: Department of Agriculture/Animal and Plant Health Inspection Service (Continued)</p>	<p>Plant Disease or Pests – APHIS, Plant Protection and Quarantine</p> <ul style="list-style-type: none"> • In the event of an outbreak of an economically devastating plant pest or disease, the grower and/or the State land-grant university diagnostic laboratory or State Department of Agriculture diagnostic laboratory notifies the State Plant Regulatory Official and the Federal State Plant Health Director. The Director then notifies the Plant Protection and Quarantine program's regional and headquarters offices. • Prior to initiation of an emergency response, the suspect specimen must be confirmed by a specialist recognized as an authority by the Plant Protection and Quarantine program's National Identification Services unit. Once confirmed as a plant pest of significant economic consequence, the appropriate Plant Protection and Quarantine Regional Director and the Assistant Deputy Administrator for Emergency and Domestic Programs notify the State Plant Regulatory Official and the State Plant Health Director in the State of origin. The Plant Protection and Quarantine program then notifies the National Plant Board of the confirmation, and all trading partners are informed. <p>Safety and Well-Being of Household Pets – APHIS, Animal Care</p> <ul style="list-style-type: none"> • Supports a multi-ESF response together with ESF #6, ESF #8, ESF #9, and ESF #14 to provide for the safety and well-being of household pets. • Provides technical expertise regarding the safety and well-being of household pets. • Coordinates with ESF #6 on mass evacuation and sheltering of household pets. • Coordinates with ESF #8 on medical care for household pets. • Coordinates with FEMA on transportation for household pets. • Coordinates with ESF #9 on search and rescue operations for household pets. • Coordinates with ESF #14 to ensure continued assistance is provided for household pets during long-term community recovery.
<p>Animal and Plant Disease and Pest Response</p> <p>Department of the Interior/U.S. Geological Survey</p>	<p>Serves as the point of contact for any zoonotic diseases involving wildlife. Assists in responding to a highly contagious/zoonotic disease, biohazard event, or other emergency involving wildlife by providing: wildlife emergency response teams; geospatial assessment and mapping tools; assistance in the identification of new emerging and resurging zoonotic diseases; the services of a Biosafety Level 3 laboratory for diagnostic disease and biohazard analyses; assistance with the prevention, control, and eradication of any highly contagious/zoonotic disease involving wildlife; and carcass disposal facilities, as appropriate.</p>
<p>Commercial Food Supply Safety and Security</p> <p>Primary Agency: Department of Agriculture/Food Safety and Inspection Service</p>	<ul style="list-style-type: none"> • Assesses whether meat, poultry, and egg product processors, distributors, and importers in the affected area are able to provide safe and secure food. The operations of facilities that cannot produce unadulterated products are suspended, and other facilities continue to undergo regular or enhanced inspection and verification, including laboratory monitoring of food samples. • Works with Federal, State, tribal, and local authorities as well as industry to conduct tracing, recall, and control of adulterated products. This includes proper disposal of contaminated products in order to protect public health and the environment in the affected area. • Provides Geographic Information Systems mapping capability for the meat, poultry, and egg product facilities it regulates to assist State, tribal, and local authorities to establish food control zones to protect the public health.

Emergency Support Function #11 – Agriculture and Natural Resources Annex

Agency	Functions
NCH Resources Protection Primary Agency: Department of the Interior	<ul style="list-style-type: none"> Provides scientific/technical advice, information, and other assistance to help prevent or minimize injury to and to restore or stabilize NCH resources. Areas of concern include terrestrial and aquatic ecosystems; biological resources, including fish and wildlife, threatened and endangered species, and migratory birds; historic and prehistoric resources; mapping and geospatial data; geology; hydrology, including real-time water flow data; earthquakes and other natural hazards; on- and offshore minerals; energy; and coal mining. Makes available the response resources of Incident Management Teams in DOI Bureaus, such as the National Park Service Museum Emergency Response Team, which has the capability to respond to events affecting all cultural resources and historic properties. Provides technical assistance in contracting, contract management, procurement, construction inspection, and NCH resources assessments and restoration (natural resources), preservation, protection, and stabilization. Provides technical and financial assistance to landowners and communities as appropriate to help assess the restoration needs and requirements for important fish and wildlife habitats and populations.
NCH Resources Protection Department of Agriculture	<ul style="list-style-type: none"> Provides technical advice, information, and other assistance to help prevent or minimize injury to and to restore or stabilize NCH resources. Areas of concern include: plant materials propagation; soil surveys; drought preparedness and mitigation; critical habitat, including environmentally sensitive and culturally significant areas; watershed survey, planning, protection, and rehabilitation; and reforestation and other erosion control. Provides technical and financial assistance to State and tribal governments in developing natural resource management and protection plans, primarily for forested areas. Provides emergency financial assistance to State and tribal governments for recovery efforts on forested lands as assessment needs are determined and funding resources become available.
NCH Resources Protection Department of Commerce/National Oceanic and Atmospheric Administration	<ul style="list-style-type: none"> Makes available an environmental data archive for determining baseline conditions. Provides contaminant analysis expertise and facilities. Provides aerial mapping and satellite remote sensing for damage assessment. Provides detailed site-specific weather forecasts and forecasts of travel time for river contaminants. Provides expertise and assistance on coral reefs and coral reef ecosystems. Provides expertise and consultation on marine mammals, endangered species, and essential fish habitat issues. Provides seafood inspection capabilities to assess safety, wholesomeness, proper labeling, and quality of fish and fishery products through process and product verifications, product evaluations and certifications, and laboratory analysis. Implements the activities determined appropriate to restore fisheries and any other natural resources or prevent a failure in the future in accordance with the Magnuson-Stevens Act (Section 312, 16 U.S.C. 1801, et seq.).

Emergency Support Function #11 – Agriculture and Natural Resources Annex

Agency	Functions
NCH Resources Protection National Archives and Records Administration	<ul style="list-style-type: none"> Provides preservation, scientific/technical, and records and archival management advice and information to help secure and prevent or minimize loss of NCH resources pertaining to documentary and archival records and historic documents. Provides preservation, scientific/technical, and records and archival management advice and information for stabilization, security, logistics, and contracting for recovery services of damaged NCH resources pertaining to documentary and archival records and historic documents.
NCH Resources Protection Advisory Council on Historic Preservation	<ul style="list-style-type: none"> Provides assistance to the full range of involved Federal agencies in emergency compliance procedures pursuant to Section 106 of the National Historic Preservation Act (NHPA) during immediate emergency response and recovery activities affecting historic resources. Coordinates with the Heritage Emergency National Task Force and Federal, State, tribal, local, and private-sector entities to identify priority disaster-specific policy initiatives such as emergency appropriations, programmatic agreements, or program alternatives to address specific disaster conditions. Provides technical advice and guidance on procedures and protocols for preservation of historic resources, and identifies and carries out procedures to communicate such technical guidance for use by stakeholders and participants in consultation pursuant to Section 106 of NHPA.
NCH Resources Protection Heritage Emergency National Task Force	<p>The Task Force is a voluntary partnership of about 40 national service organizations and Federal agencies created to protect cultural heritage from the damaging effects of natural disasters and other emergencies. It:</p> <ul style="list-style-type: none"> Helps cultural institutions and sites prepare for emergencies and obtain needed resources during disasters. Encourages the incorporation of cultural and historic assets into disaster planning and mitigation efforts at all levels of government. Facilitates a more effective and coordinated response for cultural resources to all kinds of emergencies, including catastrophic events. Assists the public in recovering treasured heirlooms damaged by disasters.
Department of Defense	<ul style="list-style-type: none"> Assesses the availability of Department of Defense (DOD) food supplies and storage facilities capable of storing dry, chilled, and frozen food. Assesses the availability of DOD transportation equipment, material handling equipment, and personnel for support. This responsibility is confined to the posts, camps, and stations within or adjacent to the affected area. Assesses the availability of laboratory and diagnostic support, subject-matter expertise, and technical assistance that may be provided. Assists animal emergency response organizations, or others as requested and appropriate. Provides resources including senior Army Veterinary Corps Officers to function as Defense Veterinary Liaison Officers and Defense Veterinary Support Officers (who serve as the onsite point of contact for DOD veterinary functions) and other military specialists trained in foreign animal disease diagnosis, epidemiology, microbiology, immunology, entomology, pathology, and public health. Provides laboratory support to assist and augment the capabilities of APHIS. <p>U.S. Army Corps of Engineers: Provides expertise and resources to assist in the removal and disposal of contaminated and noncontaminated debris, to include animal carcasses and debris affecting NCH resources.</p>

Emergency Support Function #11 – Agriculture and Natural Resources Annex

Agency	Functions
Department of Energy	National Nuclear Security Administration: In the initial phase of a nuclear or radiological emergency, leads the multiagency Federal Radiological Monitoring and Assessment Center (FRMAC).
Department of Health and Human Services	<ul style="list-style-type: none">• Determines which foods are fit for human consumption and identifies potential problems associated with contaminated foods.• Provides health education in the areas of food preparation and storage.• Provides laboratory and diagnostic support, subject-matter expertise, and technical assistance as well as field investigators to assist in product tracing, inspection and monitoring, and interdiction activities.• Provides human health-related information, including surveillance for foodborne disease and occupational safety and health issues.• Provides veterinary public health and clinical subject-matter expertise support through the U.S. Public Health Service Commissioned Corps veterinary teams and epidemiologists to address environmental public health, toxicology, bite/scratch injuries from animals, and zoonotic disease hazards; conduct veterinary/animal emergency needs assessments; respond to occupational safety and health issues associated with animal response; and help implement rabies quarantines, etc.• Assists in delivering animal health care to injured or abandoned animals and performing veterinary preventive medicine activities, including the conducting of field investigations and the provision of technical assistance and consultation as required.
Department of Homeland Security	<ul style="list-style-type: none">• Coordinates with the Infrastructure Liaison concerning all issues regarding the recovery and restoration of the associated critical infrastructure sector supported by the ESF, including the allocation and prioritization of resources, demographic information about the disaster area, and private sources of food.• Provides additional support in interdicting adulterated products in transport and at ports of entry; subject-matter expertise and technical assistance (e.g., Customs and Border Protection Agricultural Specialists); and air and transport services (e.g., the U.S. Coast Guard), as needed, for personnel and laboratory samples.• Maintains, through the Office of Infrastructure Protection Directorate, a database of critical infrastructure and key assets and maintains detailed information on selected sites derived from site visits and collection of vulnerability assessments.

Emergency Support Function #11 – Agriculture and Natural Resources Annex

Agency	Functions
Department of Homeland Security (Continued)	FEMA <ul style="list-style-type: none"> Provides a granting mechanism to fund preparedness efforts on the local level to ensure that an infrastructure exists to meet the timely challenges of evacuation and rescue, both before and during an event. Contracts for transportation for household pets and service animals in advance of emergency events. Purchases and pre-positions shelter materials in advance of emergency events. Funds State and local preparedness activities for household pets and service animals. Coordinates the environmental and historic preservation compliance requirements for all response, recovery, and mitigation activities funded through the Stafford Act, including mission assignments. Advises the Federal Coordinating Officer on issues related to environmental and historic preservation compliance. Provides policy advice and guidance on the laws, regulations, policies, procedures, emergency consultation, and emergency permits requirements related to environmental and historic preservation compliance for response, recovery, and mitigation activities funded through the Stafford Act, including mission assignments. Provides assistance on issues relating to historic properties damaged by disasters. Cosponsors the Heritage Emergency National Task Force and uses it as a communication and information-sharing vehicle to benefit ESF #11 activities.
Department of Labor	Occupational Safety and Health Administration Provides worker safety and health technical assistance during emergency animal health and NCH resources protection activities. This assistance may include site safety monitoring, worker exposure sampling and analysis, and respirator fit-testing.
Department of State	Facilitates an integrated response between nations when animal and/or plant disease outbreaks represent transborder threats.
Environmental Protection Agency	<ul style="list-style-type: none"> Provides technical assistance, subject-matter expertise, and support for biological, chemical, and other hazardous agents on contaminated facility remediation, environmental monitoring, and contaminated agriculture (animal/crops) and food product decontamination and disposal. Provides surge capacity for laboratory and diagnostic support. Works with USDA, the Department of Health and Human Services, and the private sector to identify suitable and available antimicrobial and other pesticides to be used to treat and decontaminate crops, environmental surfaces, and water. Approves the use of these pesticides. In the event of a nuclear or radiological emergency, supports the FRMAC during the initial phase of the emergency and leads the FRMAC for the later phases. Also provides protective action assistance through the Advisory Team for the Environment, Food, and Health. Provides investigative support and intelligence analysis for incidents involving oil or hazardous materials pursuant to existing EPA statutory authorities. Provides technical assistance in determining when water is suitable for human consumption.
General Services Administration	Provides resource support for ESF #11 requirements as requested to meet the needs of the affected population(s) and area(s).

Emergency Support Function #11 – Agriculture and Natural Resources Annex

Agency	Functions
American Red Cross	<ul style="list-style-type: none">• Identifies and assesses requirements for food and distribution services on a two-phase basis: (1) critical emergency needs immediately after the disaster, and (2) longer term sustained needs after the emergency phase has ended.• Coordinates with other voluntary organizations in the distribution of food.
Department of Justice; Department of Transportation; U.S. Postal Service; Department of Homeland Security/ Customs and Border Protection	All have control over movement of people, conveyances, and/or things. In the event of a plant or animal disease, these entities can help enforce a quarantine zone through inspections and movement controls.

Food and Agriculture Incident Annex

Coordinating Agencies:

Department of Agriculture
Department of Health and Human Services

Cooperating Agencies

Environmental Protection Agency
Department of Commerce
Department of Defense
Department of Energy
Department of Homeland Security
Department of the Interior
Department of Justice
Department of Labor
Department of State
Department of Transportation
Department of Veterans Affairs
General Services Administration
U.S. Agency for International Development
U.S. Postal Service
American Red Cross

Introduction

Purpose

The purpose of the Food and Agriculture Incident Annex is to describe how the Departments of Agriculture and Health and Human Services, and the Cooperating Agencies will respond to all incidents that require a coordinated Federal response involving the Nation's agriculture and food systems. This annex supports policies and procedures outlined in ESF#8, Public Health and Medical Services Annex; ESF#10, Oil and Hazardous Materials Response Annex; ESF#11, Agriculture and Natural Resources Annex; Terrorism Incident Law Enforcement and Investigation Annex; and the Federal Food and Agriculture Decontamination and Disposal Roles and Responsibilities document.

Scope

The Food and Agriculture Incident Annex outlines the actions, roles, and responsibilities associated with a response to a food or agriculture incident of known or unknown origin requiring Federal assistance. The protocols outlined in the annex apply to all actual or potential incidents. Actions described in this Annex may take place with or without a Presidential Stafford Act declaration or a public health

emergency declaration by the Secretary of Health and Human Services (HHS) or an emergency declaration by the Secretary of Agriculture (USDA). This Annex applies to incidents impacting food and agriculture that require a coordinated Federal response.

The objectives of a coordinated Federal response to an incident impacting food and agriculture are to:

- Detect the event through the reporting of illness, disease/pest surveillance, routine testing, consumer complaints and/or environmental monitoring;
- Establish the primary coordinating agency;
- Determine the source of the incident or outbreak;
- Control and contain the distribution of the affected source;
- Identify and protect the population at risk;
- Assess the public health, food, agriculture, and law enforcement implications;
- Assess the extent of residual biological, chemical, or radiological contamination and decontaminate and dispose as necessary;

A food and agriculture incident requiring a Federal coordinated response may threaten public health, animal nutrition, food production, aquaculture, livestock production, wildlife, soils, rangelands, and agricultural water supplies. Responding to the unique attributes of this type of incident requires separate planning considerations that are tailored to specific health and agriculture concerns and effects of the disease (e.g. deliberate contamination versus natural outbreaks; plant and animal versus processed food, etc.) Specific operational guidelines, developed by organizations with responsibility for the unique aspects of a particular disease or planning consideration, will supplement this annex and are intended as guidance to assist Federal, State, local and tribal public health and agriculture authorities.

Special Considerations

Detection of an intentional or unintentional contamination/adulteration of food, animals, plants, or a pest outbreak may occur in several different ways and involve several different modalities:

- A terrorist attack on food or agriculture may initially be indistinguishable from a naturally occurring event; moreover, depending upon the particular agent and associated symptoms, several days could pass before public health, food, agriculture and medical authorities even suspect that terrorism may be the cause.

In such a case, criminal intent may not be apparent until some time after illnesses are recognized.

- A devastating attack or the threat of an attack on the domestic animal population and plant crops through use of highly infective exotic diseases or pest infestation could result in severe economic loss. Early detection, allowing for early intervention, would come from agriculture expert authority reports as well as unusual patterns in surveillance systems.
- A food or agricultural incident may involve international trade.

Policies

- If any agency becomes aware of an overt threat involving biological, chemical, or radiological agents or indications that instances of disease may not be the result of natural causes, the Department of Justice must be notified through the Federal Bureau of Investigation (FBI), Weapons of Mass Destruction Operations Unit (WMDOU). The FBI, in turn, immediately notifies the Department of Homeland Security (DHS) Homeland Security Operations Center (HSOC) and the National Counterterrorism Center (NCTC).
- USDA and HHS, or both Departments acting in coordination, will serve as the overall primary coordinating agency for food and agricultural incidents that are not designated as Incidents of National Significance using established departmental procedures. USDA and/or HHS will be supported by other federal agencies as appropriate. For Incidents of National Significance involving food or agriculture, USDA and HHS will perform the roles described in this Annex in coordination with the Department of Homeland Security (DHS) and State partners. USDA and/or HHS will function as Senior Federal Officials within the Joint Field Office Coordination Group when the incident requires the appointment of a Principal Federal Official and/or a Federal Coordinating Officer.
- Coordinating agencies will use the structure consistent with the NRP and the National Incident Management Systems (NIMS) to carry out their response duties affecting State, local, and tribal governments.
- Nothing in this plan alters or impedes the ability of Federal, State, local, and tribal governments from carrying out their specific authorities to perform their responsibilities under law.
- Participating Federal agencies may take appropriate independent emergency actions within the limits of their own statutory authority to protect the public, mitigate immediate hazards, and collect information concerning the emergency.

This may require deploying assets before they are requested via normal NRP protocols.

- State, local, and tribal governments are primarily responsible for detecting and responding to food and agriculture incidents and implementing measures to minimize the health and economic consequences of such an incident or outbreak.
- This annex does not create any new authorities nor change any existing ones.

Planning Assumptions

- The first evidence of dissemination of an agent may be the presentation of disease in humans, animals or plants. This could manifest either in clinical case reports to domestic or international public health or agriculture authorities or in unusual patterns of symptoms or encounters within domestic or international human and animal health and crop production surveillance systems.
- Food and agriculture surveillance systems may detect the presence of a radiological, chemical or biological agent and trigger directed environmental sampling and intensified human and animal surveillance to rule out or confirm a case. If a case is confirmed, then these systems may allow for mobilization of a public health, medical, and law enforcement response in advance of the appearance of the first human and/or animal cases or quick response after the first human and/or animal cases are identified.
- The occurrence or threat of multiple catastrophic incidents may significantly reduce the size, speed, and depth of the federal response. If deemed necessary or prudent, the Federal Government may reallocate finite resources to respond appropriately.
- A food and agriculture incident may be distributed across multiple jurisdictions simultaneously. Response to this incident could require the simultaneous management of multiple “incident sites” from national and regional headquarters locations in coordination with multiple state and local jurisdictions.
- The Federal Government supports affected State, local, and tribal health or agriculture jurisdictions as requested or required. The response by Federal agencies is flexible and adapts as necessary to respond to the incident.
- An act of food tampering or agro-terrorism, particularly an act directed against large sectors of the industry within the United States, will have major consequences that can overwhelm the capabilities of many State, local, and tribal governments to respond and may seriously challenge existing Federal response capabilities.

- A food or agriculture incident may include biological, chemical, or radiological contaminants, which may require concurrent implementation of other federal plans and procedures.
- Food and agriculture incidents may not be immediately recognized as such until the biological, chemical, or radiological agent is detected or the effects of exposure on the public, animals, or plants are reported to appropriate authorities.
- No single entity possesses the authority, expertise, and resources to act unilaterally on the many complex issues that may arise in response to a food or agricultural incident.

Concept of Operations

General

The primary functions of the Food and Agriculture Incident Annex are to:

- Support effective and coordinated communication between Federal, state, and local responders to a potential or actual incident that require a coordinated Federal response impacting food and agriculture
- Minimize public health and economic impacts of a food and agriculture-related incident
- Specify roles and responsibilities of coordinating Federal agencies and departments
- Provide transition from response to rapid recovery following a food and agriculture-related incident.

The key elements for an effective response to a food or agriculture incident include the following:

- Rapid identification, detection, and confirmation of the incident;
- Implementation of an integrated response to a food attack/adulteration, highly contagious animal/zoonotic or exotic plant disease or plant pest infestation;
- Identification of the human and animal population, and/or plants at risk;
- Determination of how the agent involved was transmitted, including an assessment of the efficiency of transmission;
- Determination of the public health and economic implications;

- Control, containment, decontamination, and disposal;
- Protection of the population(s) and/or plants at risk through appropriate measures;
- Dissemination of information to advise the public of the incident;
- Communication with all relevant stakeholders;
- Assessment of environmental contamination and extent of clean-up, decontamination, and disposal of livestock carcasses, plants, or food products involved; and
- Identification of the law enforcement implications/assessment of the threat.

Primary Federal functions include supporting State, local, and tribal public health, food, and agriculture entities according to the policies and procedures detailed in the NRP.

Incident Detection and Identification

Determination of Incident

State, local, or tribal authorities may be among the first to recognize the initial indication of intentional or naturally occurring contamination of food, of highly infective plant or animal disease, or of an economically devastating plant pest infestation or animal disease. Recognition may come from a significantly increased number of people reporting ill to public health care providers, increased reporting of sick animals to veterinarians or animal health officials, or numerous plant anomalies reported by state officials, or the public. Other sources may include routine laboratory surveillance, inspection reports, consumer complaint systems and hotlines. Therefore, the most critical decision-making support requires surveillance information, identification of the cause of the incident, a determination of whether the incident is intentional or naturally occurring, and the identification of the human or animal population and/or plants at risk.

Laboratory Testing

Identification and confirmation of contaminated food or the environment, highly infective animals and plants, or an economically devastating plant pest infestation, may occur through routine surveillance and laboratory testing.

DHS established the Integrated Consortium of Laboratory Networks (ICLN) to assure that the U.S. homeland security infrastructure has a coordinated and operational system of laboratory networks that provide timely, high quality, and interpretable results for early detection and effective consequence management of acts of terrorism and other events requiring an integrated laboratory response. The ICLN provides an interagency

organizational structure for the nation's advanced-capacity laboratories to detect, respond to, and recover from Incidents of National Significance involving human health, animal health, food, agriculture, and plants. The collective national laboratory testing capacity of the ICLN derives from utilization of established laboratory networks such as the Food Emergency Response Network (FERN); the Laboratory Response Network (LRN); the National Animal Health Laboratory Network (NAHLN); the National Plant Diagnostic Network (NPDN); and additional laboratory networks within the Federal agencies with responsibilities and authorities for laboratory preparedness and response.

Notification

A potential or actual incident requiring a Federal coordinate response involving contaminated food, infected animals or plants, or economically devastating plant pest infestation shall be brought to the immediate attention of the Secretary of Agriculture and the Secretary of HHS. The HHS Secretary then notifies the Assistant Secretary for Public Health Emergency Preparedness. This incident shall also be brought to the attention of designated officials according to ESF #8 Annex and ESF #11 Annex as well as departmental policies. If terrorist or other criminal activity is suspected in connection with the incident, procedures outlined in the Terrorism Incident Law Enforcement and Investigation Annex will be followed. USDA and HHS are responsible for notifying the Secretary of Homeland Security through the National Operations Center.

A potential or actual incident requiring a Federal coordinated response involving food, animals, or plants shall be brought to the immediate attention of the appropriate industry segments by regulatory officials (HHS, USDA, or EPA), particularly in the instance of a terrorist attack.

International Notification

Once a positive determination is made that an identified contaminated/adulterated food or agricultural product has crossed the U.S. border, HHS and/or USDA will notify the Department of State and other international agencies as appropriate.

Activation

Once notified of a credible threat of contamination/adulteration or a natural or intentional disease outbreak in humans, plants, or animals, HHS and USDA will coordinate with Federal, State, local, and tribal authorities and key industry entities to determine the extent to which Federal, state, local, tribal and industry resources are needed and can be provided. HHS and USDA will coordinate with ESF #8 and #11 partners to assess the situation and determine appropriate public health, food, and agriculture actions. Some or all of the ensuing actions may include:

- Targeted epidemiologic investigation;
- Increased surveillance for patients with certain clinical signs and symptoms;
- Increased surveillance of animals for certain clinical signs and symptoms;

- Increased surveillance of plants for signs of disease or other pest infestation;
- Targeted inspection of human food and animal feed manufacturing, distributing, retail and other facilities as appropriate; and
- Increased inspection of plants and animals for contamination.

Actions

The following steps are required to contain and control a food or agricultural incident requiring a Federal coordinated response:

- HHS and USDA will assist State, local, and tribal authorities:
 - To ensure the safety and security of the food and agricultural infrastructure in the affected area as needed;
 - In inspecting food facilities that can continue to operate in the affected area as needed;
 - In conducting laboratory tests to identify contaminated food, animals, or plants;
 - In conducting product traceback and trace forward investigations of identified food, animals, or plants; and,
 - To embargo, detain, seize, recall, or condemn affected food, animals, or plants.
- EPA will approve, as appropriate, requests from Federal and State authorities and industry for the use of pesticides to decontaminate plants, animal facilities, and food facilities from biological contaminants.
- HHS, USDA, and EPA will:
 - Provide technical assistance and guidance to state, local, and tribal authorities who are coordinating food facility cleaning and decontamination, depending on the nature of the contaminating agent;
 - Provide technical assistance and guidance to state, local, and tribal authorities who are coordinating the disposal of contaminated food, animal carcasses, or plants;
 - Coordinate with Federal, State, tribal, and local authorities as well as the food and agriculture industry during the investigation, response, decontamination, disposal and recovery efforts;
 - Coordinate with DHS, State, local, tribal and other Federal agencies on the messages released to the public to ensure that communications are consistent and accurate.

Responsibilities

This section summarizes Federal coordinating agency responsibilities in response to a potential or actual incidence requiring a Federal coordinated response that involves contaminated food, infected animals or plants. The procedures in this annex are built on the core coordinating structures of the NRP. The specific responsibilities of each department and agency are described in greater detail in the respective ESFs.

Coordinating Agencies

Department of Health and Human Services

HHS provides leadership by ensuring the safety and security of food, animal feed, food-producing animals, and animal therapeutics. HHS, through the Centers for Disease Control and Prevention and in coordination with the states, develops and implements surveillance systems to monitor the health of the human population. [Note: HHS, through the Food and Drug Administration (FDA), has statutory authority for all domestic and imported food except meat, poultry, and egg products, which are under the authority of the USDA/Food Safety and Inspection Service (FSIS). FDA also has statutory authority for animal feed and for the approval of animal drugs intended for both therapeutic and non-therapeutic use in food animals as well as companion animals.]

Department of Agriculture

USDA provides leadership by assuring the safety and security of processed meat, poultry and egg products through the Food Safety and Inspection Service (FSIS); coordinating animal and plant disease and pest response through the Animal and Plant Health Inspection Service (APHIS); and providing nutritional assistance through the Food and Nutrition Service (FNS). (Note: USDA, through FSIS, has statutory authority for meat, poultry and egg products.)

Additional roles and responsibilities of cooperating agencies are provided in the table below.

Agency Roles and Responsibilities Matrix*

Function	ARC	DHS	DOC	DOD	DOE	DOI	DOJ	DOL	DOS	DOT	EPA	GSA	HHS	USAID	USDA	USPS	VA
Coordination		■											■		■		
National Defense and security				■													
Rapid ID of agent		■											■		■		
Laboratory Confirmation					■								■		■		
Outbreak Transmission Information						■							■		■		
Control and Contain Outbreak													■		■		
Decontamination and Disposal											■		■		■		
Food Safety and Food Defense													■		■		
Public Health													■		■		
Public Information													■		■		
Law Enforcement Issues		■					■						■		■		
Economic, Market Issues			■					■	■						■		
Support Services (Feeding, Facilities, Counseling, Transport)	■			■	■					■			■		■	■	■
International Coordination									■					■			

*Additional information may be found in ESF-8 and ESF-11.

ESF Coordinator:

Department of Agriculture

Primary Agencies:

Department of Agriculture
Department of the Interior

Support Agencies:

Department of Agriculture
Department of Commerce
Department of Defense
Department of Energy
Department of Health and Human Services
Department of Homeland Security
Department of the Interior
Department of Justice
Department of Labor
Department of State
Department of Transportation
Environmental Protection Agency
General Services Administration
National Archives and Records
Administration
U.S. Postal Service
Advisory Council on Historic Preservation
American Red Cross
Heritage Emergency National Task Force

INTRODUCTION

Purpose

Emergency Support Function (ESF) #11 – Agriculture and Natural Resources supports State, tribal, and local authorities and other Federal agency efforts to provide nutrition assistance; control and eradicate, as appropriate, any outbreak of a highly contagious or economically devastating animal/zoonotic (i.e., transmitted between animals and people) disease, or any outbreak of an economically devastating plant pest or disease; ensure the safety and security of the commercial food supply; protect natural and cultural resources and historic properties (NCH) resources; and provide for the safety and well-being of household pets during an emergency response or evacuation situation. ESF #11 is activated by the Secretary of Homeland Security for incidents requiring a coordinated Federal response and the availability of support for one or more of these roles/functions.

Scope

ESF #11 includes five primary functions:

- **Providing nutrition assistance:** Includes working with State agencies to determine nutrition assistance needs, obtain appropriate food supplies, arrange for delivery of the supplies, and authorize the Disaster Food Stamp Program. These efforts are coordinated by the Department of Agriculture (USDA), Food and Nutrition Service (FNS).
- **Responding to animal and plant diseases and pests:** Includes implementing an integrated Federal, State, tribal, and local response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, or an outbreak of a harmful or economically significant plant pest or disease. ESF #11 ensures, in coordination with ESF #8 – Public Health and Medical Services, that animal/veterinary issues in natural disasters are supported. These efforts are coordinated by USDA's Animal and Plant Health Inspection Service (APHIS).

Attachment 4

FEMA Mission Assignment Process and Forms

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
ACTION REQUEST

See Reverse for
Paperwork Disclosure
Notice

OMB. No. 1660-0047
Expires November 30, 2007

I. REQUESTING ASSISTANCE (To be completed by Requestor)

1. Requestor's Name (Please Print)	2. Title	3. Phone No.
4. Requestor's Organization	5. Fax No.	6. E-Mail Address

II. REQUESTED ASSISTANCE (To be completed by Requestor)

1. Description of Requested Assistance:					
2. Quantity	3. Priority	<input type="checkbox"/> Lifesaving <input type="checkbox"/> High	<input type="checkbox"/> Lifesaving Sustaining <input type="checkbox"/> Medium	<input type="checkbox"/> Normal	4. Date and Time Needed
5. Delivery Site Location			6. Site Point of Contact (POC)		
			7. 24 Hour Phone No.		8. Fax No.
9. State Approving Official Signature					10. Date

III. SOURCING THE REQUEST – REVIEW/COORDINATION (Operations Section Only)

1. <input type="checkbox"/> OPS Review by: _____ <input type="checkbox"/> Log Review by: _____ <input type="checkbox"/> Other Coordination by: _____ <input type="checkbox"/> Other Coordination by: _____ <input type="checkbox"/> Other Coordination by: _____		2. <input type="checkbox"/> Donations <input type="checkbox"/> Other (Explain) <input type="checkbox"/> Requisitions <input type="checkbox"/> Procurement <input type="checkbox"/> Interagency Agreement <input type="checkbox"/> Mission Agreement	
3. Immediate Action Required	<input type="checkbox"/> Yes <input type="checkbox"/> No	4. Date	5. Time Assigned
6. Action Request	ESF#	7. Assigned to	

IV. STATEMENT OF WORK (Operations Section Only)

1. OFA Action Officer	2. 24 Hour Phone No.	3. Fax No.
4. FEMA Project Officer	5. 24 Hour Phone No.	6. Fax No.
7. Justification/Statement of Work		
8. Estimated Completion Date		
9. Cost Estimate		

V. ACTION TAKEN (Operations Section Only)

<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/> Accountable Property Coordinated with APO
Disposition		

TRACKING INFORMATION (FEMA Use Only)

ECAPS/NEMIS Task ID:	Action Request No.	Program Code/Event No.	<input type="checkbox"/> Originated as verbal
Received by (Name and Organization)	State	Date/Time Submitted	

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to be 20 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. Obligations to respond to this form is required to obtain or retain a benefit. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0047). **NOTE Do not send your completed form to this address.**

INSTRUCTIONS

Items on the Action Request form that are not specifically listed are self-explanatory. Indicate "see attached" in any field for which additional space or information is required.

I. Who is requesting assistance? Completed by requestor.

II. What needs to be done? Completed by requestor.

Description of Assistance Requested: Detail of resource shortfalls, statement of deliverable, or simply state problem/need.

Priority: The requestor's priority, which may differ from the priority in Box III.

Site POC: The person at the delivery site coordinating reception and utilization of the requested resources. 24-hour contact information required.

If for DFA or TA, State Approving Official: Signature certifies that:

- (1) State and local governments cannot perform, nor contract for the performance of the requested word;
- (2) Work is required as a result of the event, not a pre-existing condition; and
- (3) The State is providing the required assurances found in 44 CFR, 206,208.

III. Action Review/Coordination (OPS Section Use Only): Completed by the Operations Section Chief.

Accept/Reject: Operations Section Chief accepts or rejects the request; provide reason if rejection. If request accepted, coordination with others, i.e., Log, ESFs, begins to determine best means of fulfilling request. All involved in coordination should check appropriate box and initial or print their name.

Assigned to: Operations Section Chief assigns tasked origination. Operations Section Chief may also indicate the Action Officer if known, or the tasked organization may make this assignment. This may be Emergency Support Function, internal FEMA Organization (i.e., Logistics), or other organization.

Date/Time Assigned: Operations Section Chief provides date and time.

Priority: FEMA Operations Section Chief-assigned priority, may be different than Section II.

FEMA P.O.: Provided by Operations Section Chief; a Region PFT; 24-hr phone/fax required. Information used in NEMIS.

OFA Action Officer: Ops Section Chief obtains from OFA if request fulfilled by a MA; 24-hr phone/fax required. Information used in NEMIS.

Justification/Statement of Work: Description of task to be performed. Could be to assess a problem and report back, or could be to proceed with a specific action. If 61-1, 40-1, or MA, this goes in "justification" tab in NEMIS.

IV. Action Taken (OPS Section Use ONLY): Completed by Ops Section Chief, MAC, Logistics.

Action Request Results: Ops Section Chief, MAC, or LOG should note what type of document the action resulted in by "checking" the appropriate box; i.e., Mutual Aid, Donations, Requisition, Procurement, IA, MA, Other. If "Other" is selected write in appropriate response or state "see below" and give detail description in "Disposition" field. "Disposition" field should note steps taken to complete the Action, and personnel, sub-tasking agencies, contracts and other resources utilized.

TRACKING INFORMATION. Completed by Action Tracker. Required for all request.

FEDERAL EMERGENCY MANAGEMENT AGENCY MISSION ASSIGNMENT (MA)	See Reverse for Paperwork Burden Disclosure Notice	O.M.B. NO. 3067-0278 Expires February 29, 2004
I. TRACKING INFORMATION (FEMA Use Only)		
State:	Action Request #:	
Program Code/Event #:	Date/Time Rec'd:	
II. ASSISTANCE REQUESTED <input type="checkbox"/> See Attached		
Assistance Requested:		
Quantity:	Date/Time Required:	Internal Control #:
Delivery Location:		
Initiator/Requestor Name:	24-hour Ph #s:	24-hour Fax #s: Date:
POC Name:	24-hour Ph #s:	24-hour Fax #s: Date:
* State Approving Official (Required for DFA and TA):		Date:
III. INITIAL FEDERAL COORDINATION (Operations Section)		
Action to:	<input type="checkbox"/> ESF #: <input type="checkbox"/> Other:	Date/Time:
Priority: <input type="checkbox"/> 1 Lifesaving <input type="checkbox"/> 3 High <input type="checkbox"/> 5 Normal <input type="checkbox"/> 2 Life sustaining <input type="checkbox"/> 4 Medium		
IV. DESCRIPTION (Assigned Agency Action Officer) <input type="checkbox"/> See Attached		
<u>Mission Statement:</u> <p>Your agency is responsible for submitting a Mission Assignment Monthly Progress Report to FEMA to include cost data when Mission Assignments take more than 60 days to complete, including billing. The Mission Assignment Monthly Progress Report can be accessed and submitted on-line at www.fema.gov/ofm/ofed_agencies.shtm.</p>		
Assigned Agency:	Projected Start Date:	Projected End Date:
<input type="checkbox"/> New or <input type="checkbox"/> Amendment to MA #:	Total Cost Estimate: \$	
Assigned Agency POC Name:	Phone and fax #s:	
V. COORDINATION (FEMA Use Only)		
Type of MA:	<input type="checkbox"/> Direct Federal Assistance State Cost Share (0%, 10%, 25%)	<input type="checkbox"/> Technical Assistance State Cost Share (0%)
	<input type="checkbox"/> Federal Operations Support State Cost Share (0%)	
State Cost Share Percent: %	State Cost Share Amount: \$	
Fund Citation: 20__-06-_____ - _____ XXXX - 250__ - D Appropriation code: 58X0104		
Mission Assignment Coordinator (Preparer):		Date:
** FEMA Project Officer/Branch Chief (Program Approval):		Date:
** Comptroller/Funds Control (Funds Review):		Date:
VI. APPROVAL		
* State Approving Official (required for DFA and TA):		Date:
** Federal Approving Official (required for all):		Date:
VII. OBLIGATION (FEMA Use Only)		
Mission Assignment #:	Amt. This Action: \$	Date/Time Obligated:
Amendment #:	Cumulative Amt. \$	Initials:
* Signature required for Direct Federal Assistance and Technical Assistance MAs. ** Signature required for all MAs.		

MA TASK ORDER FORM *

Federal Emergency Management Agency

Region (XX)

(Location)

MA & Task # _____

DR/EM/SU #: _____

Other Tracking # _____

Date & Time Received: _____

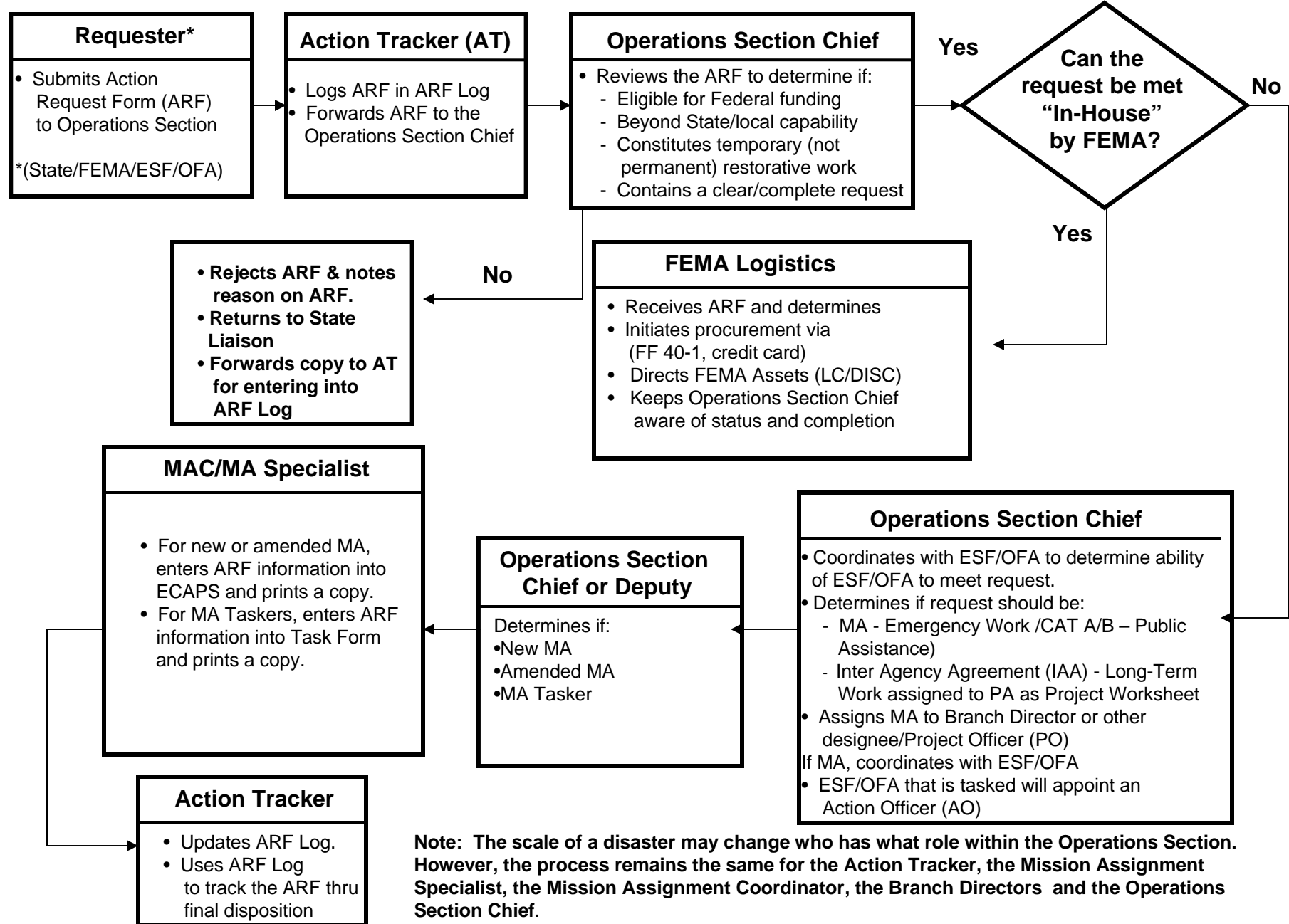
Requestor: _____

Telephone: _____

☐ Supporting Documentation Attached _____

PRIORITY LEVEL		SCHEDULE		Cost Estimate **	
<input type="checkbox"/> Urgent	<input type="checkbox"/> Immediate	<input type="checkbox"/> Routine	Beginning Date	Completion Date	
Description of Task:					
Accepting Official (Federal Agency Action Officer):					ESF#:
Site Point of Contact (if different from AO):					
Address:					
Phone:			Fax:		
E-Mail:					
COMMENTS: (use back or separate page for additional space):					
*** Project Officer's Name:				Phone #:	
Project Officer Signature:				Date:	
<p>* Not to be used for subtasking to another (supporting) Federal Agency</p> <p>** The tasking form does not obligate further funds. It details expenditures of existing obligation</p> <p>*** Following signatures please provide information copy to FEMA MAC</p>					

Mission Assignment (MA) Process Flow



ESF MISSION ASSIGNMENT SUBTASKING REQUEST

FEMA-Assigned MA Number: _____

ESF Primary Agency: _____

Subtasked Agency: _____

State _____ Disaster No: _____

Tasking Statement/Statement of Work

Project Completion Date: _____

Authorized Funding: _____

Reimbursement Procedure: Upon completion of scope of work, the subtasked Federal agency will submit a SF 1081, or other approved Treasury form to request reimbursement, detailing expenditures and activities to:

_____ (ESF Primary Agency)

_____ (Address)

The ESF primary agency will:

- (1) Review the reimbursement request and recommend approval or disapproval within 10 workdays of receipt.
- (2) Return approved reimbursement requests to subtasked agencies that use the Intra-governmental Payment and Collection (IPAC) system for transaction processing and simultaneously forwarding supporting documentation to the DFC.
- (3) Forward approved reimbursement requests from non-IPAC agencies to the Disaster Finance Center. The Disaster Finance Center will send payment directly to the subtasked agency for non-IPAC agencies.

Statutory Authority: Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C 5121-5201.

Authorizing Officials:

The work described in the above tasking statement will be completed in support of the Federal Response Plan.

Authorizing Official, Subtasked Agency

Date

Phone #

Authorizing Official, ESF Primary Agency

Date

Phone #

Following signatures please provide information copy to FEMA MAC and Project Officer.

Attachment 5

Employee Deployment &
Safety Information

Checklist: Getting Initial Deployment Information

During the initial deployment call, get as much of the following information as possible. Never travel to the incident site without first being deployed!

Find out about:	Check When Done
▪ Logistical needs and considerations:	<input type="checkbox"/>
▪ Destination Address:	<input type="checkbox"/>
▪ Contact Person(s) at the Incident:	<input type="checkbox"/>
▪ Contact Phone Number(s):	<input type="checkbox"/>
▪ Reporting Time and Place:	<input type="checkbox"/>
▪ Directions:	<input type="checkbox"/>
▪ Travel Arrangements:	<input type="checkbox"/>
▪ Transportation Arrangements:	<input type="checkbox"/>
▪ Lodging Arrangements:	<input type="checkbox"/>
▪ Clothing Needs and Attire Preference:	<input type="checkbox"/>
▪ Anticipated Length of Deployment:	<input type="checkbox"/>
▪ Other:	<input type="checkbox"/>

Checklist: Packing Common Personal Items for Deployment

Prepare a go-kit with basic supplies. Don't assume you'll find these items at your destination. Pack practical, easy-care clothing and comfortable shoes.

<input checked="" type="checkbox"/> When Packed	Toiletries
<input type="checkbox"/>	Alcohol-based hand sanitizer
<input type="checkbox"/>	Toilet paper
<input type="checkbox"/>	Sunblock (SPF 15 or higher) – if appropriate
<input type="checkbox"/>	Insect repellent containing DEET – if appropriate
<input type="checkbox"/>	Common medical items (aspirin, first aid items, etc.)
<input type="checkbox"/>	Prescription medication
<input type="checkbox"/>	Extra pair of prescription glasses, copy of prescription, and eyeglasses repair kit
<input type="checkbox"/>	Contact lenses, lens cleaner, and eye glasses protective case
<input type="checkbox"/>	Toothbrush, toothpaste, and dental floss
<input type="checkbox"/>	Skin moisturizer, lip balm, soap, and shampoo
<input type="checkbox"/>	Razor, extra blades (pack these items in checked baggage)
<input type="checkbox"/>	Scissors, nail clippers, and tweezers (pack these items in checked baggage)
<input type="checkbox"/>	Q-tips, cotton swabs
<input type="checkbox"/>	Feminine hygiene products
<input type="checkbox"/>	Towel (highly absorbent, travel towels if possible)
	Clothing
<input type="checkbox"/>	A 1-week supply of comfortable clothing to match the weather conditions
<input type="checkbox"/>	Long pants
<input type="checkbox"/>	Long- and short-sleeved shirts, sweaters (as appropriate)
<input type="checkbox"/>	Boots or sturdy shoes
<input type="checkbox"/>	Shower shoes
<input type="checkbox"/>	Hat, jacket, and rain (or snow) gear
<input type="checkbox"/>	Gloves (leather gloves if doing physical labor; rubber gloves if handling contaminants)
	Activities of Daily Living
<input type="checkbox"/>	Sunglasses
<input type="checkbox"/>	Waterproof watch
<input type="checkbox"/>	Flashlight and spare batteries
<input type="checkbox"/>	Security/money belt
<input type="checkbox"/>	Cash (Power is needed to make credit card payments.)
<input type="checkbox"/>	Cell phone (with charger) and list of phone numbers/addresses
<input type="checkbox"/>	Ziplock bags
<input type="checkbox"/>	Three Meals Ready to Eat (MREs) or other nonperishable meals (ask if needed)
<input type="checkbox"/>	Portable water purifier
<input type="checkbox"/>	Sleeping bag and pad if you have room (ask if needed)
<input type="checkbox"/>	Item(s) of comfort (e.g., family photo, spiritual material)

Checklist: Packing Work-Related Items for Deployment

Most Joint Field Offices will be well-stocked with supplies, though some things maybe scarce early in a disaster. It may be wise to bring whatever things are essential for you to perform your assignment immediately upon arrival.

<input checked="" type="checkbox"/> When Packed	Office Supplies
<input type="checkbox"/>	Paper and pens
<input type="checkbox"/>	Paperclips and tape
<input type="checkbox"/>	Scissors
<input type="checkbox"/>	USB memory device
<input type="checkbox"/>	Laptop (Computers may be available so check to see if a laptop is necessary.)
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:
	Documents and Files
<input type="checkbox"/>	Hardcopies of all critical files, checklists, procedures, and information (There may not be power and time to print off critical information.)
<input type="checkbox"/>	Electronic copies of forms, samples, and information
<input type="checkbox"/>	Personal and professional address book and contact information
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:
	Tools of the Trade
<input type="checkbox"/>	Specialized tools and equipment related to your assignment
<input type="checkbox"/>	Safety equipment (safety goggles, gloves, hardhat, etc.)
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:

Checklist: Gathering Information Before Deployment

Take steps to avoid unpleasant surprises. If time permits, you may want to do some research before you leave.

Find out about:	Check When Done
<ul style="list-style-type: none">▪ Directions and maps: Websites such as mapquest.com or maps.google.com are excellent sources for local maps and driving directions.	<input type="checkbox"/>
<ul style="list-style-type: none">▪ Weather Conditions: Check the National Weather Service or Weather Channel to determine current and projected weather conditions.	<input type="checkbox"/>
<ul style="list-style-type: none">▪ Situation Reports: Ask your ESF Coordinator or agency contact if you can access incident situation reports online.	<input type="checkbox"/>
<ul style="list-style-type: none">▪ News Reports: Review the news reports. Be aware that initial media reports from an incident are often incomplete and based on limited information.	<input type="checkbox"/>
<ul style="list-style-type: none">▪ Intranet Site: Check for any recent changes in agency policies on disaster assistance.	<input type="checkbox"/>
<ul style="list-style-type: none">▪ Other:	<input type="checkbox"/>

Checklist: Checking Administrative Matters

Before you travel you may need to check with your agency's administrative office. Some pay, travel, and reimbursement rules may be modified for disaster deployments.

Find out about:	Check When Done
▪ Reporting time and attendance while deployed , including format/forms required, reporting timeframe, required approval, and submission procedures.	<input type="checkbox"/>
▪ Limitations or approval(s) for overtime and special pay status.	<input type="checkbox"/>
▪ Reimbursement amounts for lodging and per diem , including format/forms required, reporting timeframe, required approval, and submission procedures.	<input type="checkbox"/>
▪ Availability of hotel rooms.	<input type="checkbox"/>
▪ How transportation costs will be reimbursed , including format/forms required, reporting timeframe, required approval, and submission procedures.	<input type="checkbox"/>
▪ Availability of rental cars, and authorization for/restrictions (if any) on rental.	<input type="checkbox"/>
▪ Receipts and recordkeeping requirements.	<input type="checkbox"/>

Checklist: Obtaining Current Incident Status Information/Initial Briefing

Make sure you obtain current incident status information through reports and by attending briefings. If your supervisor is not available to provide such information, see if the Planning Section has any reports you can read.

Find out pertinent information about current incident status:	Check When Done
▪ Damage assessments and maps	<input type="checkbox"/>
▪ Continuing threats	<input type="checkbox"/>
▪ Types of declarations, assistance, etc.	<input type="checkbox"/>
▪ Current Federal involvement in incident/emergency	<input type="checkbox"/>
▪ Key stakeholders (i.e., local, State, and other Federal agencies)	<input type="checkbox"/>
▪ Organizational chart	<input type="checkbox"/>
▪ Key personnel (name, position, locations, phone numbers, etc.)	<input type="checkbox"/>
▪ Current Incident Action Plan including objectives and tactics	<input type="checkbox"/>
▪ Sensitive issues and concerns	<input type="checkbox"/>
▪ Recordkeeping and reporting requirements	<input type="checkbox"/>
▪ Work schedule	<input type="checkbox"/>
▪ Security policies, concerns, and procedures	<input type="checkbox"/>
▪ Safety and health concerns, policies, and procedures	<input type="checkbox"/>
▪ Cost accounting and resource tracking procedures	<input type="checkbox"/>
▪ Other:	<input type="checkbox"/>
▪ Other:	<input type="checkbox"/>
▪ Other:	<input type="checkbox"/>

Understanding Potential Hazards and Mitigation Measures (Page 1 of 5)

The hazards may vary greatly from one incident to the next. Also, you may be deployed to a location that has not sustained any damage. Listed below are potential hazards that may be encountered in areas that have sustained severe damage, with corresponding mitigation measures you can take to protect yourself.

Potential Hazard	Mitigation Measures
Heat Stress and Dehydration	<p>✓ <u>Drink Plenty of Fluids:</u> During hot weather you will need to increase your fluid intake, regardless of your activity level. Don't wait until you're thirsty to drink. During heavy exercise in a hot environment, drink two to four glasses (16-32 ounces) of cool fluids each hour. Warning: If your doctor generally limits the amount of fluid you drink or has you on water pills, ask how much you should drink while the weather is hot.</p> <p>Don't drink liquids that contain alcohol, or large amounts of sugar—these actually cause you to lose more body fluid. Also avoid very cold drinks, because they can cause stomach cramps.</p> <p>✓ <u>Wear Appropriate Clothing and Sunscreen:</u> Choose lightweight, light-colored, loose-fitting clothing. Sunburn affects your body's ability to cool itself and causes a loss of body fluids. If you must go outdoors, protect yourself from the sun by wearing a wide-brimmed hat (also keeps you cooler) along with sunglasses, and by putting on sunscreen of SPF 15 or higher (the most effective products say "broad spectrum" or "UVA/UVB protection" on their labels) 30 minutes prior to going out.</p>
Heat Stroke and Exhaustion	<p>✓ <u>Pace Yourself:</u> If you are not accustomed to working or exercising in a hot environment, start slowly and pick up the pace gradually. Heat stroke occurs when the body is unable to regulate its temperature. The body's temperature rises rapidly, the sweating mechanism fails, and the body is unable to cool down. Body temperature may rise to 106°F or higher within 10 to 15 minutes. Heat stroke can cause death or permanent disability if emergency treatment is not provided. Heat exhaustion is a milder form of heat-related illness that can develop after several days of exposure to high temperatures and inadequate or unbalanced replacement of fluids.</p> <p>✓ <u>Know the Warning Signs:</u> If exertion in the heat makes your heart pound and leaves you gasping for breath, STOP all activity. Get into a cool area or at least into the shade, and rest, especially if you become lightheaded, confused, weak, or faint.</p> <p>✓ <u>Use a Buddy System:</u> When working in the heat, monitor the condition of your co-workers and have someone do the same for you. Heat-induced illness can cause a person to become confused or lose consciousness.</p>

Understanding Potential Hazards and Mitigation Measures (Page 2 of 5)

Potential Hazard	Mitigation Measures
Extreme Cold	<ul style="list-style-type: none"> ✓ <u>Avoid Prolong Exposure to Cold Temperatures:</u> Hypothermia is most likely at very cold temperatures, but it can occur even at cool temperatures (above 40°F) if a person becomes chilled from rain, sweat, or submersion in cold water. Frostbite causes a loss of feeling and color in affected areas and can lead to permanent damage. ✓ <u>Know the Warnings Signs:</u> Shivering, exhaustion, confusion, fumbling hands, memory loss, slurred speech, and drowsiness. At the first signs of redness or pain in any skin area, get out of the cold or protect any exposed skin—frostbite may be beginning. Any of the following signs may indicate frostbite: a white or grayish-yellow skin area, skin that feels unusually firm or waxy, or numbness.
Poisonous Snakes	<ul style="list-style-type: none"> ✓ <u>Be Alert:</u> After a flood, storms, or hurricane, snakes are forced into places where they usually are not found. Take the following precautions if you are deployed to an area where poisonous snakes are common. Be alert for snakes in unusual places. They may be found in or around homes, barns, outbuildings, driftwood, levees, dikes, dams, stalled automobiles, piles of debris, building materials, trash, or any type of rubble or shelter. Search the premises thoroughly for snakes before beginning any cleanup or rescue operations. Snakes may be under or near any type of protective cover. ✓ <u>Wear Gloves and Use Tools:</u> In rescue or cleanup operations, wear heavy leather or rubber high-topped boots, and heavy gloves. Wear trouser legs outside boots. Be extremely careful around debris. Use rakes, pry bars, or other long-handled tools when removing debris. Never expose your hands, feet, or other parts of your body in a place where a snake might hide.
Insects	<ul style="list-style-type: none"> ✓ <u>Know the Risk:</u> Rain and flooding in a hurricane area may lead to an increase in numbers of mosquitoes, which can carry diseases such as West Nile virus or dengue fever. In most cases, the mosquitoes will be pests but will not carry communicable diseases. For more information on West Nile virus, see CDC's West Nile virus Web site. ✓ <u>Protect Yourself:</u> To protect yourself from mosquitoes, use screens on dwellings; wear long pants, socks, and long-sleeved shirts; and use insect repellents that contain DEET or Picaridin.
Downed Power Lines	<ul style="list-style-type: none"> ✓ <u>Exercise Extreme Caution:</u> Assume all power lines are hot unless positive confirmation is received to the contrary from a qualified electrician or utility company representative. If a powerline falls across your car while you are driving, stay inside the vehicle and continue to drive away from the line. If the engine stalls, do not turn off the ignition. Warn people not to touch the car or the line. ✓ <u>Know the Damage Posed by Generators:</u> If a portable generator is improperly sized, installed, or operated, it can send power back to the electrical lines (referred to as backfeed). Backfeed can seriously injure or kill repair workers or people in neighboring buildings.

Understanding Potential Hazards and Mitigation Measures (Page 3 of 5)

Potential Hazard	Mitigation Measures
Contaminated Drinking Water and Food	<ul style="list-style-type: none"> ✓ <u>Know the Source of Your Drinking Water:</u> After flooding conditions or extended power outages, assume all water is contaminated unless you saw the bottle it came from. Municipal water supplies in severely storm-damaged areas are also likely contaminated. ✓ <u>Wash Your Hands Frequently:</u> Cleaning your hands often, using soap and water (or waterless alcohol-based hand rubs when soap is not available and hands are not visibly soiled), removes potentially infectious material from your skin and helps prevent disease transmission.
Floodwaters	<ul style="list-style-type: none"> ✓ <u>Heed Flash Flood Warnings:</u> Flash floods can come rapidly and unexpectedly. They can occur within a few minutes or hours of excessive rainfall, or when a dam or levee fails, or even due to a sudden release of water previously held by an ice or debris jam. ✓ <u>Never Cross Floodwaters:</u> Even if the water appears shallow enough to cross, do not attempt to cross a flooded road. Water can conceal dips, or worse, floodwaters can damage roadways. Remember, 6 inches of water will reach the bottom of most passenger cars, causing loss of control or possible stalling. One foot of water will float many vehicles. ✓ <u>Don't Allow Skin Exposure:</u> Leptospirosis and other disease may occur in individuals who wade, swim, or bathe in contaminated floodwaters.
Mold	<ul style="list-style-type: none"> ✓ <u>Know How Exposure Affects Your Health:</u> People with asthma, allergies, or other breathing conditions may be more sensitive to mold. People with immune suppression (such as people with HIV infection, cancer patients taking chemotherapy, and people who have received an organ transplant) are more susceptible to mold infections.
Hazardous Materials	<ul style="list-style-type: none"> ✓ <u>Use Personal Protective Equipment as Instructed:</u> Disasters resulting in massive structural collapse can cause the release of chemical or biologic contaminants (e.g., asbestos or arthrospores leading to fungal infections). Persons with chronic pulmonary disease may be more susceptible to adverse effects from these exposures. If working in potentially contaminated areas, avoid skin contact or inhalation of vapors by properly using the protective clothing and respirators assigned to you by your supervisor or the Safety Officer ✓ <u>Exercise Caution Moving Unknown Objects:</u> Floodwaters can dislodge tanks, drums, pipes, and equipment, which may contain hazardous materials such as pesticides or propane. Do not attempt to move unidentified dislodged containers without first contacting the local fire department or hazardous materials team. ✓ <u>Wash Your Hands:</u> Frequently and thoroughly wash skin areas that may have been exposed to pesticides and other hazardous chemicals.

Understanding Potential Hazards and Mitigation Measures (Page 4 of 5)

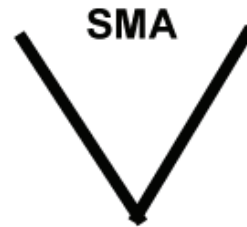
Potential Hazard	Mitigation Measures
Damaged Structures	<ul style="list-style-type: none"> ✓ <u>Assume Damage Structures Are Unstable:</u> Floodwaters, tornadoes, earthquakes, or other forces of nature can rearrange and damage natural walkways, as well as sidewalks, parking lots, roads, and buildings. Never assume that water-damaged structures or ground areas are stable. ✓ <u>Don't Enter Damaged Buildings Until They've Been Inspected:</u> Don't work in or around any damaged building until it has been examined. Assume all stairs, floors, and roofs are unsafe until they are inspected. Leave immediately if shifting or unusual noises signal a possible collapse. <p>Buildings marked with florescent spray paint are bearing symbols made by Urban Search and Rescue (US&R) Teams. (See the separate resource linked to this course, titled US&R Victim Marking System, for printable information on interpreting the symbols.)</p>
Injuries or Rashes	<ul style="list-style-type: none"> ✓ <u>Wear Sturdy Footwear and Gloves:</u> The risk for injury during and after a natural disaster is high. Persons who anticipate the need to travel in affected areas should be advised to wear sturdy footwear to protect their feet from widespread debris present in these areas. Never reach into debris piles without hand protection. ✓ <u>Take Care of Cuts and Wounds:</u> Tetanus is a potential health threat for persons who sustain wound injuries. Any wound or rash has the potential for becoming infected, and should be assessed by a health-care provider as soon as possible. Any wounds, cuts, or animal bites should be immediately cleansed with soap and clean water. A good preventive measure is to keep your tetanus booster shot up to date, or to get a tetanus booster at the incident location, if available. ✓ <u>Back Injuries:</u> Cleanup workers are at risk for developing serious musculoskeletal injuries to the hands, back, knees, and shoulders. Special attention is needed to avoid back injuries associated with manual lifting and handling of debris and building materials. To help prevent injury, use teams of two or more to move bulky objects and use proper lifting techniques and devices.
Agricultural Hazards	<ul style="list-style-type: none"> ✓ <u>Beware of Confined Spaces on Farms:</u> Molding or fermenting agricultural materials in confined spaces may generate large amounts of toxic gases that could cause lung damage or death if inhaled. Turn on fans or blowers in silos and other storage areas at least 30 minutes before entering and leave them on while working. Never open an oxygen-limiting silo if heating is suspected. Also, never enter these areas alone, and always use a full-body safety harness. ✓ <u>Avoid Respiratory Hazards:</u> Wet hay, grain, silage, compost, and other organic/agricultural materials often grow large amounts of bacteria and mold during the warm summer weather. Breathing these organisms and the organic dust produced may cause lung disease.

Understanding Potential Hazards and Mitigation Measures (Page 5 of 5)

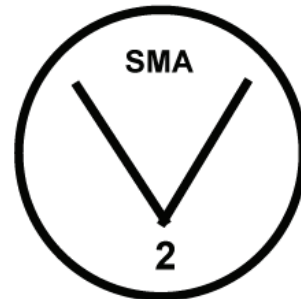
Potential Hazard	Mitigation Measures
Driving	<ul style="list-style-type: none"> ✓ <u>Convey Your Plans:</u> Tell the contact person at your destination or your supervisor your estimated time of arrival and destination. Arrange for the contact person/supervisor to initiate a search along your intended route if you don't arrive within a pre-specified time limit. ✓ <u>Follow Pre-Planned Routes:</u> If you are given instructions to take certain routes do not deviate. What may look like a shortcut could end up being very hazardous. Report all changes of plans. ✓ <u>Know the Hazards:</u> When driving in storm-impacted areas, watch with caution for confused deer, loose livestock, flooded low areas, washed out culverts and bridges that may have undercut foundations, inoperable traffic lights, blown-down stop signs, and debris in roadways. ✓ <u>Use Common Sense:</u> Know your route ahead of time. Do not use cell phones when moving. When possible drive only during daylight hours in storm-impacted areas. Check the tires and condition of the vehicle before you leave. ✓ <u>Carry Emergency Supplies:</u> Do not begin travel unless you have enough gas, water, nonperishable food, necessary prescriptions, extra clothing, etc., to be entirely self-sufficient for 24 to 48 hours. ✓ <u>Monitor Conditions:</u> Continuously listen to local radio stations (not satellite stations, rebroadcast stations, CD's, tapes, etc.) for weather alerts, evacuation notifications, washed-out roads, and gasoline status information.
Desperate Survivors	<ul style="list-style-type: none"> ✓ <u>Report Needs:</u> Unless you have the supplies and training to help survivors, report location and needs. Avoid stopping except in secure locations. If you are forced to stop, remain calm and be compliant with requests. ✓ <u>Do Not Endanger Yourself:</u> Do not put yourself in danger by trying to defend your belongings or vehicles. Get out of the situations as quickly as possible.
Communications	<ul style="list-style-type: none"> ✓ <u>Have a Backup Plan:</u> Outside of incident radio coverage area, carry a cellular phone but do not depend on cell coverage being available even in cities. Develop a backup communications plan.

US&R VICTIM MARKING SYSTEM

Make a large (2' x 2') "V" with orange spray paint near the location of a **potential** victim. Mark the name of the search team or crew identifier in the top part of the "V" with paint or a lumber marker-type device.



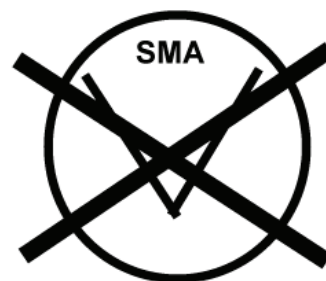
Paint a circle around the "V" when a potential victim is **confirmed** to be **alive** either visually or vocally, or by hearing specific sounds that would indicate a high probability of a live victim. If more than one confirmed live victim, mark the total number of victims under the "V".



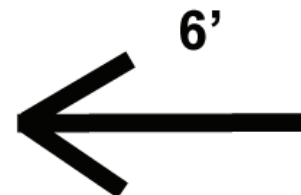
Paint a horizontal line through the middle of the "V" when a **confirmed** victim is determined to be **deceased**. If more than one confirmed deceased victim, mark the total number of victims under the "V". Use both the live and deceased victim marking symbols when a combination of live and deceased victims are determined to be in the same location.



Paint an "X" through the confirmed victim symbol after **all** the victim(s) have been removed from the specific location identified by the marking.



An arrow may need to be painted next to the "V" pointing toward the victim when the victim's location is not immediately near where the "V" is painted. Show distance on arrow.



Checklist: Identifying Your Assigned Responsibilities

Make sure you know your assigned duties. Remember, however, that your work may turn out to be totally different than what you were told when you were first deployed. Personnel needs often change during the course of a disaster. It is critical to remain flexible.

To identify your assigned responsibilities:	Check When Done
<ul style="list-style-type: none">▪ Review written materials. Begin by reviewing all written documentation, including the relevant:<ul style="list-style-type: none">✓ Task book✓ Position description✓ Standard operating procedures✓ Field operations guide	<input type="checkbox"/>
<ul style="list-style-type: none">▪ Meet with your supervisor. Discuss:<ul style="list-style-type: none">✓ Your responsibilities✓ Delegations of authority✓ Work schedules✓ Performance expectations	<input type="checkbox"/>
<ul style="list-style-type: none">▪ Know your limits. Disaster assistance eligibility is complex. If you are asked about a program, refer the individual to the helpline. Never speak to the press unless you have been authorized to do so. Clarify any questions about your limits with:<ul style="list-style-type: none">✓ Your supervisor on the scene✓ Your agency's representative who deployed you to the incident	<input type="checkbox"/>
<ul style="list-style-type: none">▪ Get oriented. Become familiar with:<ul style="list-style-type: none">✓ The facility (including its emergency exits)✓ The phone system✓ Computers and Internet access✓ Office support	<input type="checkbox"/>

Understanding Common JFO/DRC Terms (Page 1 of 6)

American Red Cross (ARC). A quasi-governmental agency whose mission is to provide humanitarian assistance during war and disaster. The ARC operates under a congressional charter and is supported by the public. Internationally, it operates in accordance with the Treaty of Geneva.

Applicant. An individual, family, State or local government, or private nonprofit organization applying for assistance as a result of a declaration of a major disaster or emergency.

Applicant Briefings. Meetings for all potential applicants for Public Assistance. The Governor's Authorized Representative conducts these meetings, which address application procedures, administrative requirements, funding, and program eligibility criteria.

Application Period. Period of time during which individuals and/or small business owners within a declared area can apply for assistance. This period is typically 60 days from the date of declaration; however, it may be extended in cases of severe disasters.

Camp. A temporary location at a geographical site, within the general incident area and separate from the Incident Base, which is equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Community Relations. This part of the Emergency Response Team strives to help affected individuals and the communities where they live in understanding the relief process. Community Relations is an information collection and dissemination function that creates FEMA visibility and establishes confidence that disaster assistance is being delivered as quickly as possible. Community Relations involves identifying community and organization leaders, assessing needs, resolving or referring problems, setting realistic expectations, and building a positive image of people helping people.

Congressional and Legislative Affairs. Situated in the External Affairs Office, this part of the Emergency Response Team provides the Federal Coordinating Officer (FCO) with support in dealing with the congressional delegation, coordinates with the Regions and with Headquarters, and supervises the Congressional Member Specialists.

Crisis Counseling (CC). A program under FEMA's Individual Assistance administered by the National Institutes of Mental Health. This program provides individual and group treatment procedures that are designed to improve the mental and emotional health crises and their subsequent psychological and behavioral conditions resulting from a major disaster or its aftermath.

Damage Assessment. The process of determining the extent of damage and the amount of loss to individuals, businesses, the public sector, and the community resulting from a disaster or emergency event.

Declaration. The formal action by the President to make a State eligible for major disaster or emergency assistance under the Stafford Act.

Disaster Assistance Employee (DAE). (See Stafford Act Employee.)

Disaster Assistance Programs. Programs available to aid disaster victims. Federal programs fall under Public Assistance Support, Mitigation, and Human Services. Other agencies, such as the Small Business Administration, also provide disaster assistance programs.

Disaster Finance Center (DFC). A facility that processes all financial transactions related to the disaster.

Understanding Common JFO/DRC Terms (Page 2 of 6)

Disaster Information Helpline. A toll-free number (1-800-521-3362) set up for disaster victims who have already applied for disaster assistance through FEMA or need general disaster information.

Disaster Information Support Center (DISC). The DISC consolidates, at one central location, designated Information System (IS) hardware, software, and related equipment for rapid shipment to support disaster response and recovery requirements as directed by FEMA authorities.

Disaster Recovery Center (DRC). A temporary facility, established in the disaster area, where disaster victims can obtain assistance information and apply for assistance.

Disaster Unemployment Assistance (DUA). Financial assistance and/or reemployment services to individuals who are unemployed as a result of a major disaster and who are ineligible for regular unemployment assistance (e.g., self-employed individuals).

Eligible Community. A community for which the Federal Insurance Administrator has authorized the sale of flood insurance under the National Flood Insurance Program.

Emergency Operations Center (EOC). The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Response Team (ERT). An interagency team, consisting of the lead representative from each Federal department or agency assigned primary responsibility for an ESF and key members of the FCO's staff, formed to assist the FCO in carrying out response coordination responsibilities. The ERT provides a forum for coordinating the overall Federal response, reporting on the conduct of specific operations, exchanging information, and resolving issues related to ESF and other response requirements. ERT members respond and meet as requested by the FCO. The ERT may be expanded by the FCO to include designated representatives of other Federal departments and agencies as needed.

Emergency Response Team-Advance Element (ERT-A). The portion of the Emergency Response Team (ERT) that is the first group deployed to the field to respond to a disaster incident.

Emergency Support Function (ESF). The functional area of response activity established to facilitate the delivery of Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health, and maintain public safety. ESFs represent those types of Federal assistance that the State will most likely need because of the overwhelming impact of a catastrophic or significant disaster on its own resources and response capabilities or because of the specialized or unique nature of the assistance required. ESF missions are designed to supplement State and local response efforts.

External Affairs (ESF #15). This ESF ensures that sufficient assets are deployed to the field to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector, and the local populace.

Federal Coordinating Officer (FCO). The senior Federal official appointed by the President in accordance with the provisions of the Stafford Act to coordinate the overall response and recovery activities. The FCO represents the President for the purpose of coordinating the administration of Federal assistance activities in the designated area. Additionally, the FCO is delegated and performs responsibilities for the FEMA Director as well as those responsibilities delegated to the FEMA Regional Director.

Understanding Common JFO/DRC Terms (Page 3 of 6)

Federal/State Meeting. A meeting of representatives from all Federal, State, and voluntary agencies offering programs for people and communities affected by the disaster.

FEMA-State Agreement. A formal legal document between FEMA and the affected State outlining the understandings, commitments, and binding conditions for assistance applicable as the result of the major disaster or emergency declared by the President. It is signed by the FEMA Regional Director, or designee, and the Governor.

Flood Insurance. Insurance coverage provided under the National Flood Insurance Program.

Hazard Mitigation (HM)(Mit). Any measure that will reduce or eliminate the long-term risk to life and property from a disaster event. Mitigation is the FEMA department that assists States, communities, and individuals with information and, if applicants are eligible, provides funds to protect their communities and homes from future damage.

Helpline. A toll-free number, 1-800-621-3362, set up for disaster victims who have already applied for disaster assistance through FEMA or who need general disaster information.

Home Repairs. Disaster loans or grants may be made available to homeowners to repair or replace homes damaged by the disaster. Home Repair Assistance is money to restore essential living areas to a habitable condition. The amount of the check is based on damages incurred, as determined by a FEMA inspection.

Housing Assistance (HA). FEMA administers the HA Program. If the applicant does not have insurance to cover temporary living expenses, then HA may provide funds for rental assistance to homeowners and renters whose homes have been damaged so severely that they cannot or should not be lived in. Homeowners may also receive money to repair their homes in order to make them safe, sanitary, and secure to live in. HA includes the mobile home program, and minimal repairs.

Incident Period. The time interval stated in the FEMA/State Agreement during which a disaster-causing incident occurs. The incident period may be extended due to cascading effects or long-term recurrence of the same disaster.

Individual and Households Program (IHP). Federal assistance provided to families or individuals following a disaster or emergency declaration. Under a major disaster declaration, assistance to individuals and families is available through grants, loans, and other services offered by various Federal, State, local, and voluntary agencies.

Individual Assistance (IA). Those services and programs that benefit individuals, households, businesses, and farmers. FEMA's Individual Assistance programs include "Assistance to Individuals and Households" (providing for housing assistance and other needs), crisis counseling, legal services, disaster unemployment assistance, and referrals to other appropriate forms of aid. Other Federal agencies' Individual Assistance programs include tax refund assistance (Internal Revenue Service), disaster loans (the Small Business Administration and Farm Service Agency), veterans' assistance (Veterans Affairs), and health and Social Security recipients' assistance (Health and Human Services).

Joint Field Office (JFO). The office established in or near the designated area to support Federal and State response and recovery operations. The JFO houses the FCO, the ERT, the State Coordinating Officer (SCO), and support staff.

Understanding Common JFO/DRC Terms (Page 4 of 6)

Joint Information Center (JIC). A facility established to coordinate all incident-related public information activities. The JIC is the central point of contact for all news media at the scene of the incident. Public information officials from all participating Federal, State, and local agencies collocate at the JIC and work together to keep news media representatives informed of activities and events.

Local Hire (LH). A person who is working within the disaster area and who has been hired locally as a temporary FEMA employee.

Mission Assignment. The mechanism used to support Federal operations in a Stafford Act major disaster or emergency declaration. It orders immediate, short-term emergency response assistance when an applicable State or local government is overwhelmed by the event and lacks the capability to perform, or contract for, the necessary work.

Mobile Home Assistance. FEMA may provide short-term rental or purchase of mobile homes or trailers to families or individuals who are eligible.

Mobilization Center. An offsite temporary facility at which response personnel and equipment are received from the Point of Arrival and are pre-positioned for deployment to an incident logistics base, to a local Staging Area, or directly to an incident site, as required. A mobilization center also provides temporary support services, such as food and billeting, for response personnel prior to their assignment, release, or reassignment and serves as a place to out-process following demobilization while awaiting transportation.

National Flood Insurance Program (NFIP). The Federal program, created by an act of Congress in 1968, that makes flood insurance available in communities that enact satisfactory floodplain management regulations.

National Processing Services Center (NPSC). The center responsible for processing registrations for assistance that have been filed by individuals affected by a disaster. This processing includes:

- Gathering and reviewing information in order to consider the eligibility of applicants who have been referred to the Disaster Housing Assistance program.
- Responding to the questions, concerns, and issues of those who have been referred to the Disaster Housing Assistance program.
- Maintaining records for individuals who have been referred to the SBA.
- Maintaining records for applicants who have been referred to the Individual and Households Program along with various other Federal, State, local, and voluntary agencies engaged in providing assistance to those individuals affected by a disaster.

National Response Coordination Center (NRCC). A multiagency center located at FEMA Headquarters that provides overall Federal response coordination of Incidents of National Significance. The NRCC operates on a 24/7 basis and monitors potential/developing incidents. It supports response efforts of regional and field components, and resolves Federal assistance conflicts and implementation issues.

National Teleregistration Center (NTC). Promotes a nationwide toll-free telephone number (1-800-621-FEMA) or (1-800-621-3362) that applicants can use to apply for disaster assistance.

Other Needs Assistance (ONA). Individual assistance program intended to meet the necessary expenses and serious needs of disaster victims. ONA operates within established grant limits that are funded through a 75% Federal/25% State cost share.

Understanding Common JFO/DRC Terms (Page 5 of 6)

Participating Community. A community in which the administrator has authorized the sale of flood insurance. (See also Eligible Community.)

Preliminary Damage Assessment (PDA). The damage assessment performed by Federal, State, and local representatives in disaster situations clearly beyond the recovery capabilities of State and local governments. PDAs are used to determine the extent of damage caused by the incident. Generally, PDAs are performed following an event but before a declaration. In the case of catastrophic events, however, the PDAs may be completed after the declaration.

Preparedness. Those activities, programs, and systems that exist before an emergency and that are used to support and enhance response to an emergency or disaster.

Project Worksheet (PW). Identifies the eligible work under the Public Assistance Program and prepares a quantitative estimate for that work. Synonymous with the term “Damage Survey Report.”

Public Assistance (PA). Under a major disaster declaration, Public Assistance may be approved to fund a variety of projects, including:

- Debris clearance, when in the public interest, on public or private lands or waters.
- Emergency protective measures for the preservation of life and property.
- Repair or replacement of public roads, streets, and bridges.
- Repair or replacement of public water control facilities (dikes, levees, irrigation works, and drainage facilities).
- Repair or replacement of public buildings, utilities, and related equipment.
- Repair or restoration of public recreational facilities and parks.

Recovery. Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs that provide temporary housing assistance, grants, and loans to eligible individuals and government entities to recover from the effects of a disaster.

Regional Response Coordination Center (RRCC). Regional center that serves as the Federal Government’s immediate emergency operations center in an affected region. This facility operates during the initial period following an incident, and is also operational for pre-incident events such as a hurricane.

Reservist. (See Stafford Act Employee.)

Response. Activities to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property, and meet basic human needs.

Situation Report (SITREP). A summary of the disaster situation, status of operations, and identification of future priorities for response and recovery operations.

Small Business Administration (SBA). The SBA lends money to homeowners and renters at low interest rates to repair or replace homes and/or personal belongings not covered by insurance. The SBA also offers low-interest business loans to qualifying businesses and nonprofit organizations that suffered physical and/or economic injury damages/losses not covered by insurance.

Understanding Common JFO/DRC Terms (Page 6 of 6)

Social Security Benefit Assistance. The Social Security Administration Regional Commissioner provides staff support to process Social Security claims, provide advice and assistance in regard to regular and survivor benefits payable through Social Security programs, process disaster-related death certificates, resolve problems involving lost/destroyed Social Security checks, make address changes, and replace Social Security cards.

Stafford Act. Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288. A Federal statute designed to supplement the efforts of the affected States and local governments in expediting the rendering of assistance, emergency services, and the reconstruction and rehabilitation of devastated areas.

Stafford Act Employees (SAE). This term refers to the Reservists, CORE, and local hire personnel working within a disaster area. Also known as DAEs (Disaster Assistance Employees).

Staging Area. A temporary location at an incident where personnel and equipment resources are kept while awaiting tactical assignment. In all cases, personnel and equipment resources in a Staging Area are always in or on available status (i.e., ready to go out on assignment within 3 minutes). The Operations Section manages Staging Areas.

State Coordinating Officer (SCO). The person appointed by the Governor to act in cooperation with the FCO to administer disaster recovery efforts.

Veterans Benefit Assistance. The Department of Veterans Affairs (VA) provides a variety of disaster assistance specifically targeted to veterans and their survivors. These benefits include medical assistance, burial assistance, priority in acquiring VA-owned properties, health care supplies and equipment, prescription medications and other medical items, and temporary use of housing units owned by the VA.

Voluntary Agency (VOLAG). Any chartered or otherwise duly recognized tax-exempt local, State, or national organization or group that has provided or may provide needed services to the States, local governments, or individuals in coping with an emergency or a major disaster.

Volunteer Organizations Active in Disasters (VOAD). The organization that brings together State voluntary organizations. Its purpose is to foster more effective cooperation, coordination, and communication between volunteer agencies and State and local governments.

Taking Care of Your Emotional Health

While deployed, you may encounter loss of life, serious injuries, missing and separated families, and destruction of whole areas. It may help to consider the emotional reactions that others experience working under such conditions, to understand your own responses.

Typical Reactions to Disaster Response Experience	Ways To Take Care of Your Emotional Health
<ul style="list-style-type: none">▪ May feel profound sadness and grief.▪ May feel anger.▪ May not want to leave the scene until the work is done.▪ May try to override stress and fatigue with dedication and commitment.▪ May deny the need for rest and recovery time.	<ul style="list-style-type: none">▪ Take advantage of session(s) offered by the Critical Incident Stress Management Team (if available).▪ Take advantage of opportunities for rest.▪ Talk about your feelings with your family, friends, and coworkers.▪ Seek professional help if you continue to experience troubling emotions.

Following Incident Command System (ICS) Principles

All incident responders must follow Incident Command System (ICS) principles, which are reviewed below.

Unity of Command
<ul style="list-style-type: none">▪ Only take direction from your immediate supervisor. You are assigned to a single supervisor. This supervisor may be a Division Supervisor rather than someone within your cadre. Make sure you know who your assigned supervisor is.▪ No freelancing. If the plan is not working or your assigned activity cannot be completed, tell your supervisor. Do not create your own plan of action. Creativity is welcomed but it needs to be part of the plan!▪ Don't go around the chain of command. Exchange of information is encouraged; however, all assignments and resource requests must go through your immediate supervisor. Even if you think there is a quicker way to get something done, wait and go through your supervisor.
Communicate and Document
<ul style="list-style-type: none">▪ Report critical information to your supervisor about status, changing conditions/needs within assigned areas, and resource needs. Let your supervisor know about resources/assets being underutilized. In other words, if you are not busy let someone know!▪ Maintain awareness of potential hazards. Immediately let your coworkers and supervisor/lead know of any safety issues. Unity of Command/Chain of Command does not prevent you from reporting safety issues.▪ Submit all required reports on time and make sure that they are complete and accurate.
Span of Control: What Does This Mean?
<p>A span of control of one supervisor to five to seven staff members is the goal.</p> <ul style="list-style-type: none">▪ Expect change. The team you begin working with may be reconfigured to maintain span of control.▪ Ask for help. If you are a supervisor and find that you are not able to track the activities of the personnel assigned, you may need to ask for additional levels of supervision to be added. It is better to ask for help than to try juggling too much.

Recognizing Stress Indicators

Be mindful of telltale indicators of stress (listed below), and take care to address deployment-related stress. Some suggestions for alleviating stress appear below.

Stress Indicators	Ways To Help Manage Your Stress
<ul style="list-style-type: none">▪ Difficulty in communicating thoughts▪ Difficulty in remembering instructions▪ Difficulty in maintaining balance▪ Uncharacteristically argumentative▪ Difficulty in making decisions▪ Limited attention span▪ Unnecessary risk-taking▪ Tremors/headaches/nausea▪ Tunnel vision/muffled hearing▪ Colds or flu-like symptoms▪ Disorientation or confusion▪ Difficulty in concentrating▪ Loss of objectivity▪ Easily frustrated▪ Unable to engage in problem-solving▪ Unable to let down when off duty▪ Refusal to follow orders▪ Refusal to leave the scene▪ Increased use of drugs/alcohol▪ Unusual clumsiness	<ul style="list-style-type: none">▪ Limit on-duty work hours to no more than 12 hours per day.▪ Make work rotations from high stress to lower stress functions.▪ Make work rotations from the scene to other routine assignments, as practicable.▪ Consult counseling assistance programs available through your agency.▪ Drink plenty of water and eat healthy snacks like fresh fruit and whole grain breads and other energy foods at the scene.▪ Take frequent, brief breaks from the scene as practicable.▪ Talk about your emotions to process what you have seen and done.▪ Stay in touch with your family and friends.▪ Participate in memorials, rituals, and use of symbols as a way to express feelings.▪ Pair up with a responder so that you can monitor one another's stress.

Position Description for Regional Disaster Response Team Members
Emergency Support Function #11
Regional Response Coordination Center and Joint Field Office
July 12, 2007

Deployment

Emergency Support Function (ESF) #11 Regional Disaster Response Teams will be deployed in the event that the Federal Emergency Management Agency (FEMA) formally requests, through a Mission Assignment (MA), the staffing of an ESF #11 desk at a Regional Response Coordination Center (RRCC) or Joint Field Office (JFO).

Role

ESF #11 team members staffing an ESF #11 desk at a RRCC or JFO will serve as the primary liaison between the ESF #11 Partner Agencies (U.S. Department of Agriculture, Animal and Plant Health Inspection Service (APHIS), Food Nutrition Service (FNS), Food Safety Inspection Service (FSIS) and U.S. Department of the Interior (DOI)) and FEMA; other ESFs and Federal agencies; and State, local, and tribal government officials at the regional/local level.

Duties

ESF # 11 team member duties at a RRCC or JFO will include:

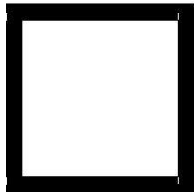
- ☐ Maintaining situational awareness of ESF #11 operations and provide situation reports to the RRCC or JFO Planning Section;
- ☐ Attending scheduled meetings and briefings representing ESF #11;
- ☐ Responding to requests for information and updates on ESF# 11 activities;
- ☐ Serving as members of task forces or other ad hoc groups relevant to ESF #11 subject matter as established by the RRCC or JFO;
- ☐ Coordinating ESF #11 approval and implementation of mission assignments (MAs) and maintain awareness of the status of MAs;
- ☐ Researching issues or policies potentially related to ESF #11 activities as requested;
- ☐ Monitoring email, receiving assignments, and posting Situation Reports (SITREPs) utilizing the Homeland Security Information Network (HSIN); and
- ☐ Maintaining communications with ESF #11 Red/White Team members staffing the National Response Coordination Center (NRCC), and ESF #11 National points-of-contact (POCs).

Schedule

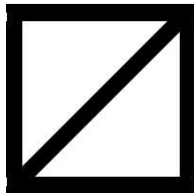
Watch rotations at an RRCC or JFO will normally be 12 hours in duration: 0700-1900 and 1900-0700. The relieving watch will be expected to report for duty 30 minutes before their watch is scheduled to begin to allow for a proper turnover.

Specific markings will be clearly made inside the box to indicate the condition of the structure and any hazards at the time of this assessment. Normally the square box marking would be made immediately adjacent to the entry point identified as safe. An arrow will be placed next to the box indicating the direction of the safe entrance if the Structure/Hazards Evaluation marking must be made somewhat remote from the safe entrance.

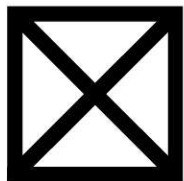
The depictions of the various markings are as follows:



Structure is accessible and safe for search and rescue operations. Damage is minor with little danger of further collapse.



Structure is significantly damaged. Some areas are relatively safe, but other areas may need shoring, bracing, or removal of falling and collapse hazards. The structure may be completely pancaked.



Structure is not safe for search and rescue operations and may be subject to sudden additional collapse. Remote search operations may proceed at significant risk. If rescue operations are undertaken, safe haven areas and rapid evacuation routes should be created.



Arrow located next to a marking box indicates the direction to the safe entrance to the structure, should the marking box need to be made remote from the indicated entrance.

HM

Indicates that a Hazardous Material (Haz Mat) condition exists in or adjacent to the structure. Personnel may be in jeopardy. Consideration for operations should be made in conjunction with the Hazardous Materials Specialist. Type of hazard may also be noted.

The following information; TIME, DATE, and SPECIALIST ID, will also be noted outside the box at the upper right-hand side. This information will be made with pieces of carpenter's chalk or lumber crayon. An optional method may be to apply duct tape to the exterior of the structure and the detailed information written on the tape with a grease pencil or black magic marker.

B. TASK FORCE MARKING SYSTEMS

All task force personnel must be aware of other Structure/Hazards Evaluation markings made on the interior of the building. As each subsequent assessment is

Attachment 6

ESF-11 Desk Officer Position Description

Demobilization: Getting Ready To Go Home

When your assignment is complete, you will be demobilized. It is important to wrap up your obligations at the incident site before you leave.

Be sure to:	Check When Done
▪ Complete unfinished business and reports.	<input type="checkbox"/>
▪ Brief replacements, subordinates, and supervisor.	<input type="checkbox"/>
▪ Provide followup contact information.	<input type="checkbox"/>
▪ Return any incident-issued equipment or supplies.	<input type="checkbox"/>
▪ Evaluate the performance of subordinates.	<input type="checkbox"/>
▪ Follow incident and agency check-out procedures.	<input type="checkbox"/>
▪ Complete post-incident reports, critiques, evaluations, and medical followup actions.	<input type="checkbox"/>
▪ Complete all payment and/or payroll issues or obligations.	<input type="checkbox"/>
▪ Upon arrival at home, notify the home unit (i.e., whoever is tracking you) of your arrival and ensure your readiness for your next assignment.	<input type="checkbox"/>

Resources

Regional Disaster Response Team members who will be staffing ESF #11 desks at the RRCC or JFO will have resource information available to them via HSIN, including instructions and contact information on ESF #11 Regional Disaster Coordinators/Regional POCs, and National POCs.

Training and Exercises

All Regional Disaster Response Team members are expected to complete the following training:

USDA Employees:

- ICS-100 (available on AgLearn)
- Introduction to National Incident Response (available on AgLearn)
- ICS-200 (available on AgLearn)
- ICS-700 (available on AgLearn and FEMA online)*
- ICS-800 (available on AgLearn and FEMA online)*
- HSIN (available at the NRCC or can be self-taught)
- Situation Reports (classroom training at the NRCC)
- Mission Assignments (available on AgLearn)

Non-USDA Employees:

- IS-100 (available online through FEMA web site)
- IS-200 (available online through FEMA web site)
- IS-700 (available online through FEMA web site)
- IS-800 (available online through FEMA web site)*
- HSIN (available at NRCC or can be self-taught)
- Situation Reports (classroom training at NRCC)
- Mission Assignments (available on CD)

In addition to the training listed above, Team members are expected to participate in RISC meetings and exercises periodically scheduled at the RRCC, when able.

* Training is being updated to reflect changes in the NRP and will be available shortly.

Attachment 7

**Pets Act and FEMA Pet
Disaster Assistance Policy**

Public Law 109–308
109th Congress

An Act

To amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure that State and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

Oct. 6, 2006
[H.R. 3858]

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SECTION 1. SHORT TITLE.

This Act may be cited as the “Pets Evacuation and Transportation Standards Act of 2006”.

Pets
Evacuation and
Transportation
Standards Act
of 2006.
42 USC 5121
note.

SEC. 2. STANDARDS FOR STATE AND LOCAL EMERGENCY PREPAREDNESS OPERATIONAL PLANS.

Section 613 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5196b) is amended—

- (1) by redesignating subsection (g) as subsection (h); and
- (2) by inserting after subsection (f) the following:

“(g) STANDARDS FOR STATE AND LOCAL EMERGENCY PREPAREDNESS OPERATIONAL PLANS.—In approving standards for State and local emergency preparedness operational plans pursuant to subsection (b)(3), the Director shall ensure that such plans take into account the needs of individuals with household pets and service animals prior to, during, and following a major disaster or emergency.”.

SEC. 3. EMERGENCY PREPAREDNESS MEASURES OF THE DIRECTOR.

Section 611 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5196) is amended—

- (1) in subsection (e)—
 - (A) in paragraph (2), by striking “and” at the end;
 - (B) in paragraph (3), by striking the period and inserting “; and”; and
 - (C) by adding at the end the following:

“(4) plans that take into account the needs of individuals with pets and service animals prior to, during, and following a major disaster or emergency.”; and

- (2) in subsection (j)—
 - (A) by redesignating paragraphs (2) through (8) as paragraphs (3) through (9), respectively; and
 - (B) by inserting after paragraph (1) the following:

“(2) The Director may make financial contributions, on the basis of programs or projects approved by the Director, to the States and local authorities for animal emergency

preparedness purposes, including the procurement, construction, leasing, or renovating of emergency shelter facilities and materials that will accommodate people with pets and service animals.”.

SEC. 4. PROVIDING ESSENTIAL ASSISTANCE TO INDIVIDUALS WITH HOUSEHOLD PETS AND SERVICE ANIMALS FOLLOWING A DISASTER.

Section 403(a)(3) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170b(a)(3)) is amended—

- (1) in subparagraph (H), by striking “and” at the end;
- (2) in subparagraph (I), by striking the period and inserting “; and”; and
- (3) by adding at the end the following:
 - “(J) provision of rescue, care, shelter, and essential needs—
 - “(i) to individuals with household pets and service animals; and
 - “(ii) to such pets and animals.”.

Approved October 6, 2006.

LEGISLATIVE HISTORY—H.R. 3858:

CONGRESSIONAL RECORD, Vol. 152 (2006):

May 22, considered and passed House.

Aug. 3, considered and passed Senate, amended.

Sept. 20, House concurred in Senate amendment.






FEMA

OCT 24 2007

MEMORANDUM FOR: FEMA Regional Administrators
Regions I - X

ATTENTION: Disaster Assistance Division Directors

FROM: Carlos J. Castillo 
Assistant Administrator
Disaster Assistance Directorate

SUBJECT: Disaster Assistance Policy DAP9523.19
Eligible Costs Related to Pet Evacuations and Sheltering

The purpose of this memorandum is to announce the issuance of the attached final Disaster Assistance Policy DAP9523.19, Eligible Costs Related to Pet Evacuations and Sheltering. This policy identifies the expenses related to State and local governments' emergency pet evacuation and sheltering activities that may be eligible for reimbursement following a major disaster or emergency declaration.

If you have any questions about this policy, please contact Lu Juana Richardson, Public Assistance Division, via email at LuJuana.Richardson@dhs.gov, facsimile (202) 646-3304, or phone (202) 646-4014.

Attachment



FEMA

DISASTER ASSISTANCE POLICY

DAP9523.19

I. TITLE: **Eligible Costs Related to Pet Evacuations and Sheltering**

II. DATE: **OCT 24 2007**

III. PURPOSE:

The purpose of this policy is to identify the expenses related to State and local governments' emergency pet evacuation and sheltering activities that may be eligible for reimbursement following a major disaster or emergency declaration.

IV. SCOPE AND AUDIENCE:

This policy is applicable to all major disasters and emergencies declared on or after its date of issuance. It is intended to be used by FEMA personnel involved in making eligibility determinations under the Public Assistance Program.

V. AUTHORITY:

Sections 403 and 502 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), 42 U.S.C. 5170b, 42 U.S.C. 5192; the Pets Evacuation and Transportation Standards Act (PETS Act) of 2006, P.L. No. 109-308, § 4, 120 Stat. 1725 (2006); and 44 CFR §§ 206.223(a), 206.225(a).

VI. BACKGROUND:

On October 6, 2006, the PETS Act was signed into law, amending Section 403 of the Stafford Act. Section 403, as amended by the PETS Act, authorizes FEMA to provide rescue, care, shelter, and essential needs for individuals with household pets and service animals, and to the household pets and animals themselves following a major disaster or emergency.

VII. POLICY:

A. Definitions:

1. Household Pet. A domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not



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include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.

2. Service Animal¹. Any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

3. Congregate Household Pet Shelters. Any private or public facility that provides refuge to rescued household pets and the household pets of shelterees in response to a declared major disaster or emergency.

B. Eligibility. State and local governments that receive evacuees from areas declared a major disaster or an emergency may seek reimbursement for eligible pet rescue, sheltering, and evacuation-support costs.

1. State and local governments outside the designated disaster area may seek reimbursement under mutual aid protocols through the affected and supported state(s). (44 CFR § 206.223(a)(2)).

2. State and local governments are the only eligible applicants for sheltering and rescuing household pets and service animals. Contractors or private nonprofit (PNP) organizations that shelter or rescue household pets and service animals cannot be reimbursed directly as an applicant. However, contractors and PNPs can be reimbursed for sheltering and rescuing household pets and service animals through a state or local government, provided a written statement from an eligible applicant is presented in which the applicant verifies that the contractor or PNP is performing or has performed sheltering or rescuing operations on the applicant's behalf and the expenses are documented.

C. Household Pet Rescue. State and local governments may conduct rescue operations for household pets directly or they may contract with other providers for such services. Eligible costs include, but are not limited to, the following:

1. Overtime for regular full-time employees.

¹ Department of Justice, Americans with Disabilities Act (ADA), 42 USC 1201 et seq, implementing regulations at 28 CFR § 36.104.



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2. Regular-time and overtime for contract labor (including mutual aid agreements) specifically hired to provide additional support required as a result of the disaster.

3. The use of applicant-owned or leased equipment (such as buses or other vehicles) to provide eligible pet transportation to congregate pet shelters may be reimbursed according to 44 CFR § 206.228(1)(a) (does not include operator labor). The cost of leasing equipment for this purpose may also be eligible for reimbursement.

D. Congregate Household Pet Sheltering. State and local governments may conduct sheltering operations for pets directly, or may contract with other sheltering providers for such services. Eligible Category B congregate pet sheltering costs may include, but are not limited to, the *reasonable* costs for:

1. Facilities.

- Minor modifications to buildings used for congregate household pet sheltering, if necessary to provide increased capacity for the accommodation of shelterees' household pets.
- Facility lease or rent.
- Increase in utility costs, such as power, water, and telephone.
- Generator lease and operation (but not purchase).
- Shelter safety and security.
- Shelter management.
- Shelter and crate/cage cleaning.

2. Supplies and Commodities. Eligible items are those needed for, and used directly on, the declared disaster, and are reasonable in both cost and need. Examples include:

- Food, water, and bowls.
- Crates/Cages.
- Pet transport carriers.
- Animal cleaning tables and supplies.
- Medication for animal decontamination and parasite control to ensure that the animal is not a health threat to humans or other animals.

3. Eligible Labor. If the regular employees of an eligible applicant perform duties in direct support of congregate pet sheltering operations, any overtime pay related to such duties is eligible for reimbursement. However, the straight-time pay of these employees is not eligible. Regular-time and overtime for contract labor, including mutual aid agreements,



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10. Cataloging/Tracking System for Pets. The reasonable costs (to the Applicant) for tracking animals at congregate pet shelters for the purposes of reuniting them with their owners are eligible.

E. **Service animals.** Service animals will be sheltered with their owners in congregate shelters.

F. **Length of Operation.** Costs of sheltering/caring for household pets will no longer be eligible for FEMA reimbursement when the pet owner transitions out of Section 403 emergency sheltering.

VIII. **ORIGINATING OFFICE:** Disaster Assistance Directorate (Public Assistance Division).

IX. **SUPERSESSION:** This policy supersedes all previous guidance on this subject.

X. **REVIEW DATE:** Three years from date of publication.

Carlos J. Castillo
Assistant Administrator
Disaster Assistance Directorate



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specifically hired to provide additional support required as a result of the disaster or emergency is also eligible for reimbursement.

4. Equipment. The use of applicant-owned or leased equipment (such as buses, trucks, or other vehicles) to provide eligible pet evacuation or sheltering support may be reimbursed according to 44 CFR §206.228(1)(a) (does not include operator labor). The cost of leasing equipment may also be an eligible expense for reimbursement.

5. Emergency Veterinary Services. For the purposes of screening the health of household pets and service animals, and assessing and treating minor illnesses and injuries, congregate pet shelters may be staffed with emergency veterinary teams. The following costs related to the provision of emergency veterinary services in a congregate pet sheltering environment are eligible for reimbursement:

- Veterinary diagnosis, triage, treatment, and stabilization.
- Provision of first aid, including materials (bandages, etc.).
- Medicine.
- Supervision of paid and volunteer veterinary staff.
- Vaccinations administered to protect the health and safety of congregate shelter and supporting emergency workers including but not limited to tetanus and hepatitis.
- Vaccinations administered to protect the health and safety of congregate shelter pets for transmissible or contagious diseases including but not limited to bordetella/kennel cough.

6. Transportation. Transportation of evacuees' household pets and service animals to congregate shelters from pre-established pickup locations is an eligible expense when the means of transportation used is the most cost-effective available.

7. Shelter Safety and Security. Additional reimbursable safety and security services may be provided at congregate pet shelters, based upon need.

8. Cleaning and Restoration. The costs (to the Applicant) to clean, maintain, and restore a facility to pre-congregate pet shelter condition are eligible.

9. Removal and Disposal of Animal Carcasses. The costs (to the Applicant) to remove and dispose of animal carcasses in a safe and timely manner and in compliance with applicable laws and regulations are eligible.

Attachment 8

ESF-11 Desk Forms

Regional Response Coordination Center (RRCC)
Joint Field Office (JFO)
Daily Activity Log

Note: Log is to be maintained at ESF-11 desk in RRCC/JFO.

Reporting Element: ESF-11 RRCC/JFO (circle appropriate element)

Reporting Period: 1800 (insert date) to 1800 (insert date)

Time	Initials	Description	Action/Info	Status

USDA APHIS Spot Report Template for Field Response Teams		
Date:		
Team Leader:		
Team Members:		
Locations:		
Response Activities		
Current: (what are you doing today?)		
Next 24: (what are you doing tomorrow?)		
Follow-up Actions:		
Resource needs or pending requests:		
Contact Information		
Prepared By:		
Cell Number:	Other Number:	E-mail:

Call or E-mail information to assigned APHIS contact. Report must be filed by established deadline.

ESF-11 Log Sheet



Incident Name: _____
Location: _____
Accounting Code: _____
Travel Authorization Number: _____
Mission Assignment (MA) Number _____

Deployment Date: _____
Demobilization Date: _____
Employee's Name: _____
Series-Grade-Step: _____
Supervisor's Name: _____

POC Number: _____
Email Address: _____

	Date	Start Time (a.m. / p.m.)	End Time (a.m. / p.m.)	Hours Worked (deduct 1/2 hours lunch period)	Overtime Worked	GOV (Y or N)	Rental Vehicle Expenses	Lodging Costs (must match receipt)	M&IE Per Diem Allowance	Misc. Required Expenses (not in per diem)
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
TOTALS										

****All obligating documents (i.e. travel vouchers, AD700s) and original receipts REQUIRED****

Attachment 9

APHIS Communications Policy



Office of the APHIS
Administrator
11/08/2007 11:19 AM

To Jimmy W Wortham/TX/APHIS/USDA
cc
bcc
Subject APHIS Communications Guidelines

This message is being sent to all USDA APHIS mail users
Please do not forward or reply to this message

MEMORANDUM

TO: All APHIS Employees

FROM: Cindy J. Smith
Administrator

SUBJECT: APHIS Communications Guidelines

Accurate, consistent, and timely communication to the public, stakeholders, media, and Congress is vital to our effectiveness as an Agency. Because APHIS program activities often involve high-profile and/or sensitive issues, I would like to remind you of our policy on responding to inquiries from Congress and the media.

It is APHIS policy:

- That all Congressional calls and written inquiries be referred to Legislative and Public Affairs (LPA).
- That any request to testify before or brief a State legislature be referred to LPA in a timely manner. It takes a **minimum** of seven days to develop and clear Agency testimony provided to State legislatures
- That all major media calls be referred to LPA. Major media include any network news programs, all television shows, any radio network or news wire service, and all major daily newspapers (e.g., *Chicago Tribune*, *New York Times*, *Los Angeles Times*, *Albuquerque Journal*, *Dallas Morning News*, *The Tennessean*, etc.)
- That all media calls dealing with sensitive or highly controversial issues be referred to LPA. Examples of sensitive or highly controversial issues include biosecurity/bioterrorism, BSE, animal identification, pesticide use in eradication programs, biotechnology regulation, wildlife damage management programs using lethal techniques, phytosanitary trade barriers, exotic animal abuse or pet theft, issues related to the APHIS budget, indemnification in pest or disease eradication programs, and any pending lawsuits.

- That LPA be alerted before responding to local media about non-sensitive or non-controversial issues. Small, local media include weekly or hometown newspapers. Keep in mind that local news can easily be picked up by wire services and distributed nationally.
- That requests for agency records that are subject to review and analysis under the Freedom of Information Act (FOIA) be referred to LPA. This includes Agency records that are not available on the web page, or that are not published, bound, or in brochure format for public dissemination. If you receive a phone call or a written request for records or information that your office does not normally give out, don't automatically assume the requester needs to make a written FOIA request for the information. You can call the FOIA office for help making a determination.

LPA is charged with ensuring that information provided to Congressional representatives and reporters is up-to-date, accurate, and consistent with information being provided by officials at the Department level, including the Office of Communications, the Office of Congressional Relations, and the Office of Intergovernmental Affairs. Advanced notification to LPA of Congressional or media interest is essential to this mission.

Many of you are experts in your particular programs and do extensive public outreach about our mission. I am very supportive of these efforts and applaud you for actively representing APHIS and telling our story. However, in the age of instantaneous electronic information, any story from local media, trade press, or on the Internet can easily be picked up and distributed nationally via news wires and networks. Please be mindful of this reality and use the communications resources available to you through LPA.

Below are referral numbers for your use:

Refer Congressional inquiries to (202) 720-2511

Refer Congressional letters to LPA by first calling (301) 734-7776 and then faxing the letter to (301) 734-5387

Refer media inquiries to (301) 734-7799. In the Western region, calls also may be referred to (970) 494-7410 (the LPA office in Fort Collins) or to (916) 930-5509 (the LPA office in California). In the East, calls may be referred to (919) 855-7008 (the LPA office in Raleigh).

Refer FOIA inquiries to (301) 734-8296

Thank you for your cooperation.